

HUGHES HALL CAMBRIDGE CB1 2EW

Publication Scheme

1. Introduction

Hughes Hall is the oldest college in Cambridge for graduates and mature students qualified to be matriculated in the University of Cambridge. On its foundation in 1885 the College sought, first, to qualify women to enter the teaching profession. It received its Royal Charter in 2006 and became a full college of the University of Cambridge and today provides opportunities for men and women aged 21 and over to study for any undergraduate or postgraduate degree, including training for the professions, especially, teaching, medicine and the law. Hughes Hall currently has over 400 students with 75% studying for a postgraduate degree.

Of important note, each Cambridge College is an independent institution with its own property and income. The Colleges appoint their own staff and are responsible for selecting students, in accordance with University regulations. The teaching of students is shared between the Colleges and University departments.

This Publication Scheme is prepared in the form approved by the Information Commissioner. The 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 Scheme commits the College:

- Actively to publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the College and falls within the classifications below.
- To specify the information held by the College that falls within the classifications below.
- Actively to 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 College 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.

II. Classes of Information

The scheme is arranged in the following classes:

1. **Who we are and what we do.** Organizational 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 authority.

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 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 authorized and 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.

HUGHES HALL CAMBRIDGE

Information within the College's Publication Scheme

1 Who we are and what we do:

Organizational information, structures, locations and contacts.

This section covers information relating to the way the College is governed and how decisions are made. It includes information on the legal status of the College, which individual member of staff or group within the organization is responsible for specific functions and where they fit in the overall structure of the organization. In some instances information from committee minutes will be exempt from disclosure where it contains personal information, information that may damage the commercial interests of the institution, or that may threaten the health and safety of specific individuals.

1.1 Legal framework

1.1.1 The Charter and Statutes of the College are [here](#)

1.1.2 The Ordinances are available on application to the Freedom of Information Officer, Hughes Hall, Cambridge, CB1 2EW or by e-mail to foi@hughes.cam.ac.uk. A small charge may be applied to cover photocopying costs.

1.2 How the institution is organised

1.2.1 The College is administered by the College Council and Governing Body.

1.2.2 The College Council is responsible for the management of the College including the administration of the College's property and income. The College Council normally meets twice each Term. The role of the College Council and its membership may be found [here](#)

1.2.3 The Governing Body is concerned with the long term strategic vision of the College, its good governance, the promotion of the College's interests, and the maintenance and improvement of the discipline and studies of the students. The Governing Body meets twice per term. The role of the Governing Body may be found [here](#)

1.2.4 Rules relating to elections to the College Council and to meetings of the Council and of the Governing Body may be found in the Statutes here and in the Ordinances of the Governing Body and of the Council [see 1.1.2 and 1.1.3 above].

1.2.5 The Council appoints to a number of Committees and occasional *ad hoc* committees. Their membership is shown here and their terms of reference are shown [here](#)

1.2.6 The principal officers of the College here include the President, the Vice-Presidents, the Senior Tutor, the Bursar and the Registry.

1.2.7 An explanation of the Categories of Fellowship and a list of fellows can be found [here](#)

- 1.2.9 The educational work of the College is performed by the [Senior Tutor](#) and [Directors of Studies](#).
- 1.2.10 [Tutors](#) are responsible for the pastoral care of the students.
- 1.2.11 The duties and responsibilities of Tutors and Directors of Studies may be found in the [College Student Handbook](#).
- 1.2.12 The responsibility for teaching Graduate students lies with the relevant faculties or departments. In case of difficulty, the student may seek advice from his/her Tutor.

1.3 Location and contact details

The College is situated at: Hughes Hall, Wollaston Road, Cambridge, CB1 2EW

- 1.3.1 Location details may be found [here](#)
- 1.3.2 Contact details may be found [here](#).

1.4 Lists of and information relating to organizations 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:

- 1.4.1 Elizabeth Phillips Hughes Hall Company. This is a wholly-owned dormant subsidiary of Hughes Hall.
- 1.4.2 Hughes Hall Ltd. This is a wholly-owned subsidiary of Hughes Hall. The principal activity of this private company is the design and build of new residential accommodation at Hughes Hall.

1.5 Student activities

- 1.5.1 The principal student associations in the College is the Middle Combination Room (comprising mature undergraduate and graduate students). The constitution of the MCR may be found here.

2 What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit that may damage the institution's commercial interests will be excluded from publication.

Financial information for the current and previous two (or more) financial years is available here. Information for earlier years is available on application from Companies House.

2.1 Funding / income

2.1.1 The income of the College derives from College fees, rents and charges to senior and junior members, conference receipts, the College's investment portfolio, donations, legacies, and Gift Aid. Applications for further information should be made to the Bursar, e-mail address bursar@hughes.cam.ac.uk.

2.1.2 The income and expenditure of the College is described in further detail in the College Accounts.

2.1.3 The College's investment policy is kept under review by the College Council and approved annually on the advice of the Investments Strategy Committee and its Fund Managers. Applications for further information should be made to the Bursar, Hughes Hall, Wollaston Road, Cambridge, CB1 2EW or by e-mail to bursar@hughes.cam.ac.uk.

2.2 Budgetary and account information

2.2.1 The College Accounts are [here](#).

2.2.2 The College Council sets its budgets in the Michaelmas Term for the current academic year. The budget is monitored through its Management Accounts and reviewed each term against predicted outcomes. Applications for further information should be made to the Bursar, Hughes Hall, Mortimer Road, Cambridge, CB1 2EW or by e-mail to bursar@hughes.cam.ac.uk.

2.3 Financial audit reports

Copies of the independent auditors' annual reports to the Governing Body of the College are included in the College Accounts which may be found [here](#).

2.4 Capital programme

Capital programmes are developed as the needs arise and as funds allow. Such plans are developed by the College Council on the advice of the Bursar, the Financial Advisory Committee and such external advisors as seem appropriate and following wider internal consultation. Applications for further information on current plans should be made to the Bursar, Hughes Hall, Cambridge, CB1 2EW or by e-mail to bursar@hughes.cam.ac.uk.

2.5 Financial regulations and procedures

2.5.1 The Bursar is responsible to the College Council for financial and investment matters as detailed in College's Ordinances. See [here](#).

2.5.2 The Financial Advisory Committee is a sub-Committee of the College Council whose purpose is to enable Council to discharge more effectively its responsibilities under Statutes.

2.5.3 The Ordinances of the Council are available on application to the Freedom of Information Officer, Hughes Hall, Mortimer Road, Cambridge, CB1 2EW or by e-mail to foi@hughes.cam.ac.uk. A charge may be applied to cover photocopying costs.

2.6 Staff pay and grading structures

- 26.1 The College's salaries are determined by the Council. The salaries are equated to points on the University Single Spine Salary Scale.
- 26.2 The College's salaries are independently reviewed annually, having regard, especially when considering the cost of living increases, to the negotiations and agreements reached by the University with the unions. The decision as to whether the cost of living increases or other periodic adjustments of the University's terms and conditions are appropriate to, or affordable by, the College is made annually by the College Council.

27 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.

2.8 Procurement and tender procedures and reports

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

29 Contracts

The College does not publish details of its commercial contracts.

2.10 Scholarships and Bursaries

Details of [Scholarships and Bursaries](#).

3 What our priorities are and how we are doing?

The College's priorities are set out in its Strategic Plan which is commercially sensitive.

31 Annual Reports

- 3.1.1 The College's annual publication for alumnae (*'News from Hughes'*) is available on the College's website (<http://www.hughes.cam.ac.uk>).
- 3.1.2 With effect from 31 July 2010 an annual Trustees Report will be included within the College's accounts; these will be accessible via the College Website at the end of October after approval by the Governing Body.

32 Corporate and business plans

The College Council formulates its business plans as needs arise and funds allow. The information is considered confidential.

3.3 Teaching and learning strategy

- 3.3.1 The College's [Admissions procedure](#) and [website](#).

34 Academic quality and standards

- 3.4.1 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
- 3.4.2 The following College procedures are available in the Student Handbook:
- Procedures for solving [problems](#) (including complaints from students)
 - Procedure to be followed in case of [examination failure](#)
 - Procedure to be followed in case of [serious disciplinary offence](#)

3.5 External review information

- 3.5.1 Statistics of Applications and Acceptances are published in *The Reporter* and include student population by school type, gender, subject and grades. Student applications and acceptances are also given for each College. See <http://www.admin.cam.ac.uk/reporter>
- 3.5.2 The Student Numbers edition of *The Reporter* contains data including student population by College, subject and origin, and performance tables by subject and gender.
- 3.5.3 Examination class lists are published in *The Reporter* <http://www.admin.cam.ac.uk/reporter>

36 Government and regulatory reports

The College's annual Public Benefit Reports may be found in this section when they are produced following registration with the Charity Commission.

4 How we make decisions

Decision making processes and records of decisions.

- 4.1 Minutes from the College Council and Governing Body are published on the College's website (<http://www.hughes.cam.ac.uk/>). Information for which exemptions apply (for example, personal information exempt under the Data Protection Act, or commercially sensitive information exempt under the Freedom of Information Act) will be excluded.
- 4.1.1 College Committees report either to the Council or to the Governing Body. For the role of the Council see [here](#), and for the Governing Body see [here](#).

4.2 Teaching and learning committee minutes

The Learning Resources Committee here reports to the College Council.

4.4 Appointment committees and procedures

Advertisements for employment within the College may be found at www.hughes@cam.ac.uk.

5 Our policies and procedures

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

5.1 Policies and procedures for conducting College business

5.1.1 The Charter and Statutes of the College may be found here.

5.1.2 The Ordinances of the College are available on application to the Freedom of Information Officer, Hughes Hall, Wollaston Road, Cambridge, CB1 2EW or by e-mail to foi@hughes.cam.ac.uk. A charge may be applied to cover photocopying costs.

5.2 Procedures and policies relating to academic services

5.2.1 For information regarding the College's teaching and learning strategy, see

5.2.2 For information regarding the academic assessment of students, see.

5.3 Procedures and policies relating to student services

5.3.1 College Admissions procedure and website may be found at www.hughes.cam.ac.uk

5.3.2 Information about accommodation may be found in [Accommodation Handbook](#).

5.4 Procedures and policies relating to human resources

5.4.1 The following policies and procedures are available on the website:

- CCTV
- Conflicts of Interest
- Data Protection
- Freedom of Information
- Environment
- Health & Safety at Work
- Risk Register

5.4.2 The Staff Handbook is available on application to the Freedom of Information Officer, Hughes Hall, Wollaston Road, Cambridge, CB1 2EW. A charge may be applied to cover photocopying costs.

5.4.3 The College's salaries are reviewed annually by a Remunerations Committee.

5.4.5 The College offers all current members of the academic staff and those in academically-related appointments the opportunity to join the Universities' Superannuation Scheme. Pensioners and some long-serving members of staff are members of Cambridge Colleges Federation Pension Scheme. The College recommends the AVIVA Stakeholder Pension Scheme to all members who have joined the College post-2001. For further information about these schemes, see the College Accounts [here](#).

5.4.6 Members of staff undergo appropriate induction on appointment. Specific areas of further training are provided within individual departments as necessary. All employees are kept aware of and encouraged to make use of the extensive development and training opportunities provided by the University. (See www.cam.ac.uk)

5.5 Procedures and policies relation to recruitment

Current vacancies at the College may be found at

<http://www.hughes.cam.ac.uk/jobs>

5.6 Code of conduct for members of governing bodies

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

5.7 Equality and Diversity

5.7.1 The College is an Equal Opportunities Employer. The College's [Equal Opportunities](#) and [Race Equality Policies](#) are available on the website.

5.7.2 The Senior Tutor is the College's Disability Liaison officer. Information about the University's Disability Resource Centre may be found at <http://www.cam.ac.uk/disability>

5.8 Health and Safety

The College's Health and Safety Policy may be found here (to be added).

5.9 Estate management

5.9.1 Decisions about the utilization of the College's physical resources are made by the Governing Body.

5.9.2 The College's Environmental Policy can be found [here](#).

5.9.5 The College is registered with the ANUK for University Managed Student Accommodation and has adopted their code of practice for the management of student housing.

5.10 Complaints policy

5.10.1 Procedures for solving problems may be found [here](#)

5.10.2 If you have a complaint about this Publication Scheme please write to the Freedom of Information Officer, Hughes Hall, Wollaston Road, Cambridge, CB1 2EW, or e-mail: foi@hughes.cam.ac.uk.

5.10.3 If you have put a complaint in writing to the Freedom of Information Officer and are not content with the response, you may refer the issue to the Office of the Information Commissioner, the independent body which oversees the Freedom of Information Act:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow Cheshire SK9 5AF

5.11 Records management and personal data policies

5.11.1 The College's Data Protection Policy may be found [here](#).

5.12 Charging regimes and policies

5.13.1 Information about undergraduate fees and charges may be found [here](#).

5.13.2 Information about graduate fees and charges may be found [here](#).

5.13.3 Where the estimated cost of providing information in response to a request under this Publication Scheme exceeds the charge recommended by the Information Commissioner, the applicant will be contacted prior to supplying the material.

6 Lists and Registers

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

There is none.

6.2 Asset registers

The College owns a small amount of property in addition to its operational land and buildings. Applications for further information should be made to the Freedom of Information Officer, Hughes Hall, Wollaston Road, Cambridge, CB1 2EW.

6.3 Disclosure logs

The College does not maintain a disclosure log.

6.4.1 Register of gifts and hospitality provided to senior personnel

No register has been required to date as any business gifts and hospitality received by College personnel are of token value only.

6.5 Any register of interests kept in the College

Applications for information contained in the College's register of interest should be made to the Freedom of Information Officer, Hughes Hall, Cambridge, CB1 2EW.

7 The services we offer

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

Generally this is an extension of part of the first class of information. While the first class provides information on the roles and responsibilities of the university, this class includes details of the services.

7.1 Prospectus

7.1.1 Information about graduate admissions may be found [here](#)

7.1.2 The University undergraduate admissions prospectus may be found [here](#).

7.1.4 University graduate admissions information may be found [here](#)

7.2 Services for outside bodies

The College does not provide services for outside bodies.

7.3 Course content

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

7.4 Welfare and counseling

7.4.1 Information concerning welfare and counseling services for students may be found in the University Student Handbook: <http://www.cam.ac.uk/staffstudents/studenthandbook/>.

7.4.2 Information about the University Counselling Service may be found at: www.counselling.cam.ac.uk.

7.4.3 Information about the University's Disability Resource Centre may be found at: www.cam.ac.uk/disability.

7.5 Health including medical services

7.5.1 Information concerning health services available to students may be found [here](#).

7.6 Careers

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

7.7 Chaplaincy services

Hughes Hall is a non-denominational institution which welcomes all faiths.

7.8 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.

7.9 Sports and recreational facilities

Information concerning College sporting and recreational facilities can be found [here](#).

7.10 Museums, libraries, special collections and archives

7.10.1 Information concerning the College Library may be found [here](#).

7.10.2 Information concerning the College Archives may be found [here](#).

7.11 Conference facilities

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

7.11.2 Information concerning Conference Cambridge may be found at <http://www.conferencecambridge.com>.

7.12 Advice and guidance

7.12.1 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 in the Student Handbook at <http://www.cam.ac.uk/staffstudents/studenthandbook/>.

7.12.2 The following advice and guidance is available:

- Avoiding [Plagiarism](#): advice for students may be found [here](#)
- Procedures for solving problems (including complaints from students may be found [here](#)
- What happens if I fail? Advice may be found [here](#)

7.12.3 The University's Statutes and Ordinances may be found [here](#).

7.13 Media releases

Current news items may be found on the College website: www.hughes.cam.ac.uk.