HUGHES HALL
UNIVERSITY OF CAMBRIDGE

Publication Scheme

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 700 students with 65% studying for a postgraduate degree.

Of 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 follows the model prepared and 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.

Classes of Information

Who we are and what we do	Organisational information, locations and contacts, constitutional and legal governance.
What we spend and how we spend it	Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
What our priorities are and how we are doing	Strategy and performance information, plans, assessments, inspections and reviews.
How we make decisions	Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
Our policies and procedures	Current written protocols for delivering our functions and responsibilities.
Lists and Registers	Information held in registers required by law and other lists and registers relating to the functions of the College.
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.

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 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:

- **photocopyin**g (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:
Hughes Hall
Wollaston Road
Cambridge CB1 2EW

or via email at foi@hughes.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 and the Ordinances are available on the College website here (PDF format) under the heading "Statutes and Ordinances". These are also available on application to the Freedom of Information Officer , Hughes Hall, Wollaston Road, CB1 2EW or by email at foi@hughes.cam.ac.uk. For hard copies, a small charge may be applied to cover printing costs.

How the institution is organised

The College is administered by the President and College Council under the ultimate authority of the Governing Body, comprising the President and the Governing Body Fellows. 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 monthly. 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 discipline and studies of the students. The Governing Body meets twice per term including an audit-focused meeting in Michaelmas term.

Rules relating to elections and meetings of the College Council and Governing Body may be found in the Statutes and Ordinances. An explanation of the categories of Fellowship and a Fellows list can be found here.

The Governing Body appoints to a number of Committees, documented within the Ordinances. 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.

The principal officers of the College are the President, the Vice-President, the Senior Tutor and the Bursar, and are subject to the duties specified in the Statutes and Ordinances. The educational work of the College is performed by the Senior Tutor, Deputy Senior Tutors and the Directors of Studies. Tutors are responsible for the pastoral care of the students. The responsibility for teaching undergraduate and postgraduate students is shared between the College and the relevant University faculties, departments and institutions.

Location and contacts

The College is situated at Hughes Hall, Wollaston Road, Cambridge, CB1 2EW.
Contact details are available here.

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 wholly owns these registered companies, with their principal activities stated below:
Hughes Hall Conference Company Ltd - Organises and manages events and conferences
Hughes Hall Ltd - Future design and build of College residential accommodation
Hughes Hall Hong Kong Ltd - Promotion of learning and education at Hughes Hall, facilitating donations from Hong Kong based benefactors.

Please note that the Companies House website includes details of the name and address of the company, the company type, the nature of the business and the date of incorporation.

Student activities

The principal student association in the College is the Middle Combination Room (comprising mature undergraduate and postgraduate students). The constitution of the MCR may be found here and more details on the College's clubs and societies, here.

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 current and previous ten financial years is available in the College's audited Annual Report and Financial Statements, accessed here under the heading "Hughes Hall Accounts". Information for earlier years is available on application from Companies House.

Funding / income

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.

The College's income and expenditure is described in further detail in the Hughes Hall Accounts.

The College's investment policy is kept under review by the College Council and approved annually on the advice of the Investments Committee and its Fund Managers.

Budgetary information

The College Council sets its budgets in the Easter Term for the following academic year. The budget is monitored through its Management Accounts and reviewed regularly against predicted outcomes.

Financial audit reports

Copies of the independent auditors' annual reports to the Governing Body of the College are included in the Hughes Hall Accounts.

Capital programme

A ten-year rolling capital programme is monitored by Estates Committee on the advice of the Head of Facilities, taking external professional advice as required. Applications for further information on current plans should be made to the Bursar, Hughes Hall, Cambridge, CB1 2EW or by e-mail to foi@hughes.cam.ac.uk.

Financial regulations and procedures

The Bursar is responsible to the College Council for financial and investment matters as detailed in the College's Ordinances.

The Finance Committee is the College Council committee with oversight of financial regulations and procedures, established to enable Council to more effectively discharge its responsibilities under its Statutes and Ordinances, which are also available by e-mail: foi@hughes.cam.ac.uk.

Staff pay and grading structures

The College's salaries are determined by the College Council. The salaries are equated to points on the University Single Spine Salary Scale. Fellows holding office and College Officers' salaries are approved by the Governing Body, on recommendation from the Remuneration Committee.

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.

Register of suppliers

The College obtains best value for money through its engagement in the University's 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. It is normal practice in relation to all major capital works to procure them through a tendering process.

Contracts

The College does not publish details of its commercial contracts.

Scholarships and Bursaries

Details of scholarships and bursaries are available here.

What our priorities are and how we are doing?

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

Annual Reports

The annual Trustees Report, which includes the College's priorities and its broad strategic direction, is published as part of the Hughes Hall Accounts after approval by the Governing Body. The College's alumnae publication; *The Owl*, can be read here.

Corporate and business plans

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

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.

Procedures for general student welfare can be accessed here. Procedures for discipline, fitness to study, bullying and harassment, and student grievances are available here.

External review information

Statistics of applications and acceptances are published by the University of Cambridge here and include student applications and acceptances for each College. Examination class lists are published in *The Reporter*, accessible using a University Raven password.

Corporate relations

The Development Office maintains links with alumnae of the College. Details of its publications and activities, can be found here.

Government and regulatory reports

The College's annual public benefit reporting is within the Trustee Report of the Hughes Hall Accounts, and is made available on the College's website here, under the heading "Hughes Hall Accounts".

How we make decisions

Decision making processes and records of decisions

The organisation and governance of the College are described in the Trustees Report that forms part of the annual Hughes Hall Accounts.

Minutes from the Governing Body and Council

Minutes from the College Council and Governing Body are published on the College's website here, in reverse chronological order. Paper copies may be obtained upon application in writing to the Freedom of Information Officer. Minutes will be redacted to exclude items for which exemptions apply under the Freedom of Information Act.

Governing Body Committees, College Council Committees and Advisory Committees

Paper copies of minutes of the College's committees 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 £20 for each set of minutes supplied, to cover the administrative costs of producing a redacted version, print, postage and packing.

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 containing the relevant appointment procedures, may be found here when vacancies arise.

Our policies and procedures

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

Policies and procedures for conducting College business

The Charter and Statutes of the College and its Ordinances may be found here (PDF) which detail the procedures of the College. Policies and regulations relating to the College's operations, its employees and data protection regulations are also available here, under the heading "College Policy Documents". This information is available in hard copy on application to the Freedom of Information Officer. A charge will be applied to cover printing costs.

Policies and procedures relating to academic services

Readers should refer to the section entitled "*What our priorities are and how we are doing*" for procedures relating to the College's teaching and learning strategy and the academic assessment of students.

Policies and procedures relating to student services

The College's Admissions procedures are described in the "Applying" section of the website, with information for prospective undergraduates and postgraduates and postdoctoral researchers.

Information regarding accommodation is available on our Student Accommodation webpage and in our Accommodation Guide which can be accessed here. This information is available on application to the Freedom of Information Officer. A charge will be applied to cover photocopying costs.

Procedures and policies relating to human resources

The following policies and procedures are available on the website, under the heading "College Policy Documents":

- Carbon Reduction Policy
- CCTV
- Data Protection
- Freedom of Information

The following policies are available on application to the Freedom of Information Officer, free of charge:

- Health & Safety Policy

The Staff Handbook is available here, under the heading "College Policy Documents", or by application to the Freedom of Information Officer, Hughes Hall, Wollaston Road, Cambridge, CB1 2EW. A charge will be applied to cover printing costs.

The College offers all current members of staff the opportunity to join a Stakeholder Pension Scheme. Pensioners and some specific members of staff are members of the Universities' Superannuation Scheme or are eligible to join when commencing their employment. For further information about these schemes, see the Hughes Hall Accounts, available here.

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.

Procedures and policies relation 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 is contained within the Statutes and Ordinances, found here.

Equality and Diversity

The College is an Equal Opportunities Employer. The College's Disability and Equality and Diversity contacts and information are published here. Information about the University's Disability Resource Centre may be found here.

Health and Safety

The College's Health and Safety Policy is available here.

Estate management

Decisions about the utilization of the College's physical resources are made by the Estates Committee, which advises the College Council.

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.

Complaints policy

Procedures for solving problems may be found here including links to the University's summary complaints guidance.

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.

If you have put a complaint in writing to the Freedom of Information Officer, Hughes Hall 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

Records management and personal data policies

The College's Data Protection Policy and Data Processing Statements may be found here.

Charging regimes and policies

Information about undergraduate and postgraduate fees and charges may be found here.

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.

Lists and Registers

Information we are currently legally required to hold in publicly available registers

Details of the College's Trustees are available on the Charity Commission website, here.

Asset registers

The College owns a small amount of property in addition to its operational land and buildings. Details are available free of charge, from the Freedom of Information Officer, foi@hughes.cam.ac.uk or c/o Hughes Hall, Wollaston Road, Cambridge, CB1 2EW.

Disclosure logs

The College does not maintain a disclosure log.

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.

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 or by email to foi@hughes.cam.ac.uk.

The services we offer

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

Prospectus
Information about studying at Hughes Hall may be found here. Specific information for each type of admission group is published, for undergraduates, postgraduates and postdoctoral research.

The University undergraduate and graduate prospectus is available here.

Services for outside bodies
The College does not provide services for outside bodies.

Course content
Subjects studied as an undergraduate may be found here whilst the subject areas for postgraduate study are outlined here.

Welfare and counseling
Information concerning welfare and counselling services for students may be found here. Details of the University Counselling Service are here. The University's Disability Resource Centre may be accessed here.

Health including medical services
Information concerning health and welfare services available to students in College may be found here.

Careers
Careers advice is available to members of the College from the University Careers Service.

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

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
Details of the College sporting and recreational facilities can be found here.

Museums, libraries, special collections and archives
Information concerning the College Library may be found here. Details of the College Archives can be accessed here.

Conference facilities
Information concerning the College's catering and conference facilities may be found here.

Alternatively, Meet Cambridge is the official bureau for conference and event venues at the University of Cambridge.

Advice and guidance
Information concerning advice and guidance, available to members of the college, may be found at the University's student hub, here.

The University's Statutes and Ordinances may be found here.

Media releases
Current news items may be found on the College website here.