

CHURCHILL COLLEGE, CAMBRIDGE

PUBLICATION SCHEME

PART 1 INTRODUCTION

1. Legal requirement

- 1.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.
- 1.2 'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

2. What is a publication scheme?

- 2.1 A publication scheme is a document which describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make information available, routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority's **commitment** to make available the information described.
- 2.2 A publication scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

3. The 'model' publication scheme for higher education

- 3.1 Churchill College has adopted the model publication scheme developed for the Higher Education sector and is therefore committed to publishing the information it describes.
- 3.2 This model is designed for higher education institutions across England, Wales and Northern Ireland. The purpose of the model is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector. However, to reflect the diversity in size and function of institution, a number of optional classes of information are included. As a result, models within the sector will vary slightly. Any optional classes relevant to us have been included in our scheme.
- 3.3 To assist with the development of the model, a number of institutions across the sector volunteered as pilots. Information about the pilot exercise is available from the JISC (Joint Information Systems Committee) website at:

www.jisc.ac.uk/index.cfm?name=mps_overview

4. Who we are

- 4.1 Churchill is a college of the University of Cambridge, founded as the national memorial to Sir Winston Churchill. A trust was established in 1958 with Sir Winston as Chairman of the Trustees, and an appeal launched to build and endow a college of 60 Fellows and 540 students. The Charter and Statutes for the College were approved by the Queen in Council in August 1960 and it became an Approved Foundation of the University with the arrival of the first advanced students (postgraduates) in October 1960. The first undergraduates joined the College the following year and it received full college status in 1966. Churchill was one of the first of the men's colleges to vote to admit women, with the first female students entering in October 1972. There are now approximately 120 Fellows, 210 advanced students, 420 undergraduates and 200 members of non-academic staff.
- 4.2 The College was founded to raise the profile of science and technology and the Statutes require that approximately 70% of students are mathematicians, scientists or engineers, and that one third are postgraduates. However, the College enjoys a reputation for academic excellence in all subjects.
- 4.3 In 1974 the Churchill Archives Centre was purpose built within the College, to house the papers of Sir Winston Churchill. In addition, it now holds over 570 collections of personal papers covering the Churchill era and beyond, including those of politicians, statesmen, scientists, public servants, diplomats and soldiers.
- 4.4 Churchill College, while an independent institution, works closely with the University of Cambridge on all matters of common interest affecting the education of students and the pursuit of scholarship and research. The relationship between the College and the University is complex. The University retains sole responsibility for examinations and conferring degrees, employs professors, readers and lecturers to provide formal teaching, and provides facilities such as teaching and research laboratories. The College supplements this with supervisions given by Fellows or others it appoints, and has responsibility for selecting, admitting, accommodating and supporting its students. Our publication scheme should therefore be read within the context of the University's own, available from The Administrative Secretary, University of Cambridge, University Offices, The Old Schools, Cambridge CB2 1TN. An internet version will be made available by following links from: <http://www.admin.cam.ac.uk/univ/information/foi/>

5. Accessing information covered by the publication scheme

- 5.1 The classes of information we publish are described in the second part of the scheme.
- 5.2 Next to each class we have indicated the manner in which the information described will be available. We have also indicated, by a '£' sign, whether charges apply to material in each class. It will be necessary to contact us to find out the exact fee. However, where information is available over our web site, we will also undertake to provide the information in a paper format, if this is preferred. In these cases it will be necessary to supply us with a stamped addressed envelope with a £1 stamp affixed. If the costs of photocopying and

postage are significantly higher, we will contact you with a request for additional payment.

- 5.3 To request information available through our publication scheme, please contact:

The Registrar
Churchill College
Cambridge
CB3 0DS
E-mail: information@chu.cam.ac.uk

- 5.4 Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.

6. What about information not covered by the publication scheme?

- 6.1 From 1 January 2005 you will have the right, under the Freedom of Information Act 2000, to request any information held by a public authority which it has not already been made available through its publication scheme.

- 6.2 Requests will have to be made in writing and, in general, public authorities will have 20 working days to respond. They may charge a fee, which will have to be calculated according to Fees Regulations. They will not be required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

7. Copyright

- 7.1 Churchill College owns the copyright to publications within this scheme. Copies of these publications may be made for purposes of private study or research without permission in accordance with the Copyright, Designs and Patents Act 1988. Applications for commercial reproduction should be made in writing to the Freedom of Information Officer at the address in 5.3.

8. Feedback

- 8.1 It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to the Publication Scheme Co-ordinator below.

The Registrar
Churchill College
Cambridge
CB3 0DS
E-mail: information@chu.cam.ac.uk

- 8.2 If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

9. Further information

More information about the Freedom of Information Act is available on the Information Commissioner's website at:

www.informationcommissioner.gov.uk

Please note that Scotland has its own Freedom of Information Act and Information Commissioner. For more information, please see the Scottish Executive's website at:

www.scotland.gov.uk/government/foi