

## **CHURCHILL COLLEGE, CAMBRIDGE PUBLICATION SCHEME**

### **1. Introduction**

Every public authority subject to the Freedom of Information Act 2000 is required to adopt and maintain a publication scheme. A publication scheme is a commitment to provide information to the public routinely and proactively.

#### **Model publication scheme**

Churchill College has adopted the model publication scheme developed by the Information Commissioner's Office (ICO) for all public authorities. This publication scheme commits Churchill 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 Churchill College.

The scheme commits Churchill College:

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

### **2. Classes of information**

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

##### **2.1.1. Information about our organisation:**

Churchill College, which received its Royal Charter in 1960, is the national and Commonwealth memorial to Sir Winston Churchill. It is the embodiment of his vision of how higher education can benefit society in the modern age. Like the thirty other colleges in Cambridge University, it is committed to outstanding academic achievement – twenty of its members, like Sir Winston himself, have won the Nobel Prize. But it focuses especially on teaching and research in the fields of science, engineering and technology, building bridges between these subjects and the arts and humanities, business and the professions.

Open, friendly, progressive and outward-looking, Churchill also builds bridges to the wider community. It pioneered the entry of women to all-male colleges. It seeks and welcomes able students who might not otherwise aspire to come to Cambridge. It gives bursaries to those in need. And it draws a rich variety of scholars from abroad, some through Overseas Fellowships and others through schemes such as the Winston Churchill Scholarships, which enable outstanding graduate students from the USA to study in Cambridge. In short, Churchill College provides a most attractive and inspiring environment, as its founder wished, for new generations keen to learn and to meet the challenges of the future.

Churchill occupies one of the largest sites of any Cambridge college, over forty acres close to the University's expanding science, engineering and mathematics departments. Playing fields adjoin the spacious lawns and quiet courts of the College, whose buildings, faithful to the traditional collegiate pattern, were the first major work of modern architecture in the University – deemed by Pevsner “the best of the new”. Churchill has generous facilities for social, cultural and recreational life – a vital part of the educational experience. Among these are a splendid theatre, a superb music centre, elegant halls and galleries, a fitness suite, and tennis and squash courts. Other amenities include the Sheppard and Wolfson Flats for family accommodation and the Møller Centre, which provides first-class residential and conference facilities for academic and business leaders from around the globe.

The Churchill Archives Centre houses the papers of Sir Winston, Baroness Thatcher and over 600 of their contemporaries – politicians, diplomats, civil servants, military figures, scientists and engineers. It is one of the most important repositories in the world for research into recent history and a unique resource for studying the art of leadership in diverse spheres. As well as acting as a magnet to scholars, the Centre is developing an extensive outreach programme based on digital technology.

Churchill College has some 450 undergraduates, 280 postgraduates, 150 Fellows and 140 staff, and it is sustained by links with over 7,000 alumni throughout the world. Members of the College have achieved distinction in many fields, advancing knowledge and transforming understanding. They are united by a dedication to excellence and an authentic sense of community.

Information on academic admissions each year is available on our website in the [Admissions Information](#) section.

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.

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>

Additional information about the College is available on our website at [http://www.chu.cam.ac.uk/the\\_college/info/](http://www.chu.cam.ac.uk/the_college/info/)

### **2.1.2. Locations and contacts:**

You can contact Churchill College at:

Churchill College

Storey's Way

Cambridge

CB3 0DS

Tel: +44 01223 336000

Fax: +44 (0) 1223 336177

e-mail: [enquiries@chu.cam.ac.uk](mailto:enquiries@chu.cam.ac.uk)

website: <http://www.chu.cam.ac.uk>

Contact details for key personnel are available on our website by following the link to '[Contact Us](#)'.

### **2.1.3. Constitutional and legal governance:**

#### The Visitor

The Visitor is an appointment made by Royal Charter to ensure that on the rare occasion when the College is unable to determine an issue, it can seek a disinterested opinion. The Visitor is HRH The Prince Philip, Duke of Edinburgh.

#### The Master

The Master is the Head of the College. The present Master is Sir David Wallace CBE FRS FREng.

The College is governed through consensus and consultation. Its pattern of government is laid down in its Statutes, Ordinances and Regulations. Authority is devolved among several active College officers (Bursar, Vice-Master, Senior Tutor, Tutor for Advanced Students) and decision making is conducted through a number of committees, the most important being the Governing Body. The Master chairs the major College committees to ensure continuity across the government of the College.

The College is organised in three Common Rooms, known as the Junior, Middle and Senior Common Rooms and abbreviated respectively to JCR, MCR and SCR. Undergraduates are members of the JCR, graduate students of the MCR and Fellows and Senior Members of the SCR. The two student Common Rooms elect committees to conduct their business and represent their members. The terms JCR, MCR and SCR are used both for the collective groups of their respective members and for the actual rooms in which they meet.

#### The Governing Body

The Governing Body consists of the Master and the Fellows, except Pensioner, Overseas and Honorary Fellows. In addition there are four student members, two representing the Advanced Students and two representing the undergraduates; student members have voting rights on all matters except those discussed under Reserved Business. (Business is normally "unreserved" unless it relates to a named individual.) The Governing Body is the supreme authority in the College and has power to amend the Statutes, subject to the approval of the University and the Privy Council, and to make Ordinances. The Governing Body delegates most decisions in ordinance to the College Council. It must meet at least once a year in the Michaelmas term to elect members of the Council and the Fellowship Electors, and to approve the College Accounts, but it usually meets twice a term. The Master or any six Fellows can call a meeting at any time.

#### The College Council

This is the main operating committee of the College. *Ex officio* Senior Members are the Master, the Vice-Master, the Senior Tutor, the Tutor for Advanced Students, the Bursar; eight other Fellows are elected to serve for two years each. There are two JCR, two MCR and two staff members with voting rights: they attend most of each meeting, leaving for certain "reserved" subjects. The members are the JCR and MCR Presidents and one other elected representative from each Common Room. Meeting usually fortnightly during Full Term, the Council takes decisions on a wide range of matters. It elects teaching Fellows and appoints all College Officers except the Vice-Master, and it exercises general supervision over admissions of undergraduates and graduate students, educational, tutorial and disciplinary matters, and over College finances and administration.

There are many sub-committees of the Council dealing with the detail of specific areas of the College's operation from Welfare and Education to Estates (buildings and maintenance) and Finance. Most committees include student representatives from the JCR and the MCR.

#### Trading companies

The College oversees several trading companies: the Møller Centre for Continuing Education Ltd; Churchill Conferences Ltd; and Churchill Residences II Ltd.

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

### **2.2.1 Financial information relating to income and expenditure**

The College's financial year runs from July-June. The budget is approved by the Governing Body normally in May. Management accounts are produced at a minimum each quarter. The budget is revised to first forecast in November and to second forecast in February / March.

Statutory annual accounts are published on our website at

[http://www.chu.cam.ac.uk/the\\_college/info/accounts/](http://www.chu.cam.ac.uk/the_college/info/accounts/)

with an accompanying annual report. They are also published annually within a special edition of the [Cambridge University Reporter](#) by Cambridge University Press. See [www.admin.cam.ac.uk/reporter/](http://www.admin.cam.ac.uk/reporter/) or contact: University Press Bookshop, 1 Trinity Street, Cambridge, CB2 1SZ (tel. 01223 333333, fax 01223 332954, e-mail [bookshop@cambridge.org](mailto:bookshop@cambridge.org)).

The following documents are also available in paper format from the Registrar (Churchill College, Cambridge, CB3 0DS tel 01223 336221 e-mail [registrar@chu.cam.ac.uk](mailto:registrar@chu.cam.ac.uk)):

- A summary budget for income and expenditure
- An annual budget and planning timetable

The College is dependent on income from its endowment, and use of its facilities by external customers, in addition to income from tuition fees and charges to members.

### **2.2.2. Tendering, procurement and contracts**

The College seeks competitive tenders on all building projects worth over £100,000, through quantity surveyors. All other goods and services are purchased directly, some through a purchasing consortium with other Cambridge colleges. This information is generally commercially sensitive and will not be available.

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

### **2.3.1. Strategy and performance**

The Founder's Intention for the College (as stated in the College's Foundation charter)

The College is incorporated and shall be incorporated with the following objects:

- (a) To advance education, learning and research especially in the field of science and technology
- (b) To provide a College wherein members of Our University of Cambridge may work for degrees in that University or may carry out post-graduate studies or other special studies at Cambridge, provided that no member of the College, or any candidate for membership, shall be subject to any test of a religious, political or social character.

Mission (formulated and agreed by the Governing Body in October 2003)

- 1) To build a community devoted to excellence in Learning, Scholarship and Research, which promotes understanding:
  - between Disciplines
  - between Genders
  - between Cultures
- 2) To promote understanding also between our academic community and the outside world. In particular, to build bridges between the three estates; Science and Technology, the Arts and Humanities, and the world of Commerce and Industry.

A ten year financial forecast and capital expenditure plan is available on paper from the Registrar.

Churchill Archives Centre's mission statement is available on our website at <http://www.chu.cam.ac.uk/archives/about/mission.php>.

The college is responsible to University of Cambridge for learning and teaching strategies and quality assurance policies. The University has produced a descriptive account of the role of the colleges as educational institutions in relation to individual students and the university. This is entitled "The Educational Provision of the Cambridge Colleges" and is available at <http://www.admin.cam.ac.uk/committee/seniortutors/guidance/education.pdf>

Key annual reports are presented to the Governing Body:

- from the Bursar within the published statutory annual accounts (see 2.2.1)
- the academic audit from the Senior Tutor which contains a review of teaching and academic results. Because of a confidentiality agreement with a third party, which supplies key data, this report may not be disclosed in full.
- and one from the Tutor for Advanced Students (graduate students)
- Churchill Archives Centre's annual report is published on our website at <http://www.chu.cam.ac.uk/archives/about/annualreport.php>

Copies of the annual reports are available from the Registrar (Registrar, Churchill College, Cambridge CB3 0DS [registrar@chu.cam.ac.uk](mailto:registrar@chu.cam.ac.uk)). Copyright information (where copyright is not owned by Churchill College) and sensitive or confidential information within these reports may be excluded.

### **2.3.2. Plans, assessments, inspections and reviews**

External inspections and reviews (eg by the Higher Education Funding Council for England (HEFCE) are carried out of the University of Cambridge, rather than of the college.

### **2.4. How we make decisions.**

The section above (2.1.3) on constitutional and legal governance sets out the framework for decision making at Churchill College. General policy is determined by the College Council, and implemented through Committees

and individual Heads of Department. College departments are individually managed by Heads of Department who answer to the Bursar, the chief operating officer of the College. There is a list of key personnel and contact details available on our website (follow the link to '[Contact Us](#)'). There is extensive representation of staff (academic and non-academic), students and Fellows on all the committees within the college. Apply to the Registrar for copies of confirmed, non-reserved minutes.

## 2.5. Our policies and procedures.

Some of our policies are available on our website:

- [Statement on Harassment and Bullying](#)
- [Equal Opportunities Policy](#)
- [Offensive Behaviour in Public Areas](#)
- [Drugs](#)
- [Alcohol excess](#)
- [Noise](#)
- Archives Centre collecting policy  
(<http://www.chu.cam.ac.uk/archives/about/collecting.php>)
- Archives Centre preservation policy  
(<http://www.chu.cam.ac.uk/archives/about/preservation.php>)
- Library collection policy  
([http://www.chu.cam.ac.uk/the\\_college/library/policy.php](http://www.chu.cam.ac.uk/the_college/library/policy.php))

The staff handbook is also available on our website (from links at <http://www.chu.cam.ac.uk/members/handbooks/>) and contains the following policies and regulations

Appendix 1: Code of Procedure for Disciplinary Hearing (Regulation 12)  
Appendix 2: Code of Procedure for Staff Appeals (Regulation 12)  
Appendix 3: Code of Procedure for Staff Grievances (Regulation 20)  
Appendix 4: Harassment/Grievance (Regulations 20 and 21) Assisting Staff/Complaints Officers  
Equal Opportunities Policy (Regulation 15)  
Alcohol Policy  
Confidentiality Policy(Regulation 10)  
Data Protection Policy (Regulation 11)  
Disciplinary Policy (Regulation 12)  
Electronic Mail, Computing Facilities and the Internet (Regulation 13)  
Environmental Policy  
Equal Pay (Regulation 16)  
Flexible Working (Regulation 18)  
Freedom of Information

Grievance Policy (Regulation 20)  
Harassment (Regulation 21)  
Health & Safety Policy (Regulation 22)  
Induction Policy  
Part-time Working (Regulation 35)  
Public Interest Disclosure Policy (Regulation 37)  
Smoking Policy  
Training and Development Policy (Regulation 44)

## **2.6. Lists and registers.**

### **2.6.1. Archives Centre**

Information about the collections of papers held at Churchill Archives Centre is available from the Centre's website at <http://www.chu.cam.ac.uk/archives/>. Many of the collections have been catalogued and online versions of the catalogues are available. See the collections area of the Centre's website (<http://www.chu.cam.ac.uk/archives/collections/>) for further information and links to catalogues.

Asbestos register – apply to the Registrar for access.

## **2.7. The services we offer.**

Churchill College is a community of its members (Fellows, students and staff) and also welcomes members of the public (such as visitors to the Archives Centre, prospective students and their teachers, and conference guests). The needs of these different groups vary widely so the college has accordingly different types of services and facilities for them.

### Fellows:

Our website has information about applying to become a Fellow at Churchill College and about the various fellowships that are available (see <http://www.chu.cam.ac.uk/admissions/fellows/>). A handbook for Fellows is currently under development which will be available on our website. In the meantime please contact the Registrar for information. There is also an SCR website available at <http://scr.chu.cam.ac.uk/>.

### Students

Information about applying to Churchill to be an undergraduate or Advanced (postgraduate) student is available on our website at <http://www.chu.cam.ac.uk/admissions/>. There is advice and information about services and facilities available in the handbooks for students (available from <http://www.chu.cam.ac.uk/members/handbooks/>) and there is also a miscellaneous section of 'useful stuff' at (<http://www.chu.cam.ac.uk/members/handbooks/>). The JCR website is available at <http://jcr.chu.cam.ac.uk/> and the MCR website at <http://mcr.chu.cam.ac.uk/>.

### Staff

Job opportunities are advertised on our website ([http://www.chu.cam.ac.uk/the\\_college/info/employment/](http://www.chu.cam.ac.uk/the_college/info/employment/)) and the staff handbook (available from <http://www.chu.cam.ac.uk/members/handbooks/>) contains a wealth of information about working at Churchill.

#### Archives Centre

The Archives Centre's website (<http://www.chu.cam.ac.uk/archives/>) has information about the collections held there, links to online catalogues, and information about visiting the Centre.

#### Conference visitors

The Churchill Conferences area of our website (<http://www.churchillconferences.co.uk/>) has information about the facilities available for conference visitors and event organisers.