

ROBINSON COLLEGE – FREEDOM OF INFORMATION ACT

Publication Scheme

Section 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. Scheme

- 3.1 Robinson College considers that much of the model scheme which was developed for use by universities and other higher education organisations is in many ways inappropriate for the College. Therefore the College has adopted a bespoke publication scheme and is committed to publishing the information it describes.

4. Robinson College

- 4.1 Robinson College is a college within the University of Cambridge that provides opportunities for men and women to study for any undergraduate or postgraduate degree within the University. The College currently has approximately 500 students with about 100 of these studying for a postgraduate degree.
- 4.2 The College owes its existence to a single benefactor, the late Sir David Robinson. The founder was born in Cambridge in 1904. After attending the County School, he worked for some years in his father's bicycle shop; in 1930, however, he took over a garage in Bedford and soon developed it into a large and prosperous firm. In the early fifties he was one of the first to venture into the new television business. In 1954 he founded Robinson Rentals, which thrived and became the basis of a considerable fortune. In 1966 he moved to Newmarket, where he had already set up a highly successful racing stable. Planning for a college began in 1973 when Trustees were appointed. As the result of a limited competition organised by the RIBA, Gillespie, Kidd and Coia of Glasgow were appointed design architects.
- 4.3 Academic operations began modestly in two large houses, Thorneycreek and 5 Adams Road; a small number of graduate students joined the College in 1977; a few more followed in 1978; and in 1979 the first twenty undergraduates were admitted. A further 154 undergraduates entered in October 1980. The College now has over 60 Fellows, teaching a wide range of subjects, and close to 500 junior members. The College received its Royal Charter in 1984.
- 4.4 The College already publishes a large volume of information, through the College Prospectus, Junior Members' Handbook and the College web site www.robinson.cam.ac.uk. The publishing scheme at Section 2 does not describe all information which is on the comprehensive web site, as the amount of information made available in this way continues to expand.

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 whether charges apply to material in each class.

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

Freedom of Information Request
Domestic Bursar
Robinson College
Grange Road
Cambridge
CB3 9AN
E-mail: foi@robinson.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 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 Robinson 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 The Domestic Bursar, currently Wg Cdr P D G Milloy, is responsible for the scheme on behalf of the Fellows of the College and takes responsibility for running the scheme on a day-to-day basis. 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.

Domestic Bursar
Robinson College
Grange Road
Cambridge
CB3 9AN
E-mail: foi@robinson.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 web site 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

Section 2

Classes of information in the scheme are:

1. Governance
2. Financial matters
3. Student admissions
4. Staff matters
5. Information services
6. External relations
7. Subsidiary companies

1. **Governance**

This section covers information relating to the way the College is governed and how decisions are made.

| | <u>Class</u> | <u>Description</u> | <u>Manner</u> | <u>Fee</u> |
|------|----------------------|---|---|---|
| 1.1. | Legal Framework | The College was established by Royal Charter in 1980 | Copy of original charter of 1980 is available on request | £ |
| 1.2 | Governance Structure | The internal organisation of the College and the respective rights and duties of Fellows and officers are set out in the College Statutes | A copy of the current Statutes is available on request. It is planned to place the Statutes on the College web site (www.robinson.cam.ac.uk) as soon as the most recent revisions are approved by the Privy Council | Hard copy £ Download from the internet will be free |
| 1.3 | List of Fellows | List of Fellows by date of election and subject interest. List of Honorary Fellows, Senior Members. List of Directors of Study. | Listed on the College web site (www.robinson.cam.ac.uk) | Download from the internet free of charge. Hard copy £ |

2. **Financial Matters**

This section covers financial information about the College.

| | <u>Class</u> | <u>Description</u> | <u>Manner</u> | <u>Fee</u> |
|------|---------------------|--|---|---|
| 2.1. | Annual Accounts | Annual audited statutory accounts, detailing the income of and expenditure by the College. | Available on the College web site (www.robinson.cam.ac.uk) Hard copy are available on request. | Download from the internet free of charge. Hard copy £ |

3. **Student Information**

This section will include information on student admissions, welfare and support and statistical data on student admissions, background and progression.

| | <u>Class</u> | <u>Description</u> | <u>Manner</u> | <u>Fee</u> |
|-----|-----------------------------|---|--|-------------------------|
| 3.1 | Student Admissions | Details of how prospective undergraduates and graduates should apply for admission to the College, information on courses of study and information on funding | College prospectus containing information available on the College web site; web site links to University web pages giving information and advice on funding Hard copy of the college prospectus and relevant supplementary documents available on request University undergraduate and graduate prospectus and admissions information available at: www.cam.ac.uk/cambuniv/courses.html | Free Free |
| 3.2 | Student Welfare and Support | Information on student welfare and support as set out in the Junior Members Handbook | May be downloaded from the College web site. Hard copy available on request | Free Free |
| 3.3 | Student Statistics | Data on student admissions, background and progression as published by the University | Cambridge University Reporter: www.admin.cam.ac.uk/reporter/ Paper copy available from: University Press Bookshop, 1 Trinity Street, Cambridge CB2 1SZ | Free Hard Copy £ |

4. Human Resources

This section will provide information on employment, and shall include health and safety, training and staff policies.

| | <u>Class</u> | <u>Description</u> | <u>Manner</u> | <u>Fee</u> |
|-----|-----------------------------------|---|--|---|
| 4.1 | Employment and Employee relations | Information on policies which relate to employees Information on health and safety policies and responsibilities | Staff Handbook and the College's Health and Safety Policy may be downloaded from the College web site. (www.robinson.cam.ac.uk) Hard copy available on request | Download from the internet free of charge. Hard copy £ |
| 4.2 | Equal Opportunities | Information on policies which relate to employees | Staff Handbook may be downloaded from the College web site. (www.robinson.cam.ac.uk) Hard copy available on request | Download from the internet free of charge. Hard copy £ |
| 4.3 | Staff Development | Information on training policy for employees Job Vacancies | May be downloaded from the College web site. (www.robinson.cam.ac.uk) Further information on vacancies available from Domestic Bursar's Office Hard copy available on request | Download from the internet free of charge. Hard copy £ Hard Copy Free |
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5. Information Services

This section covers functions within the College that provide access to information for the student body and both academic and administrative staff. (These include libraries, computing services and information support services.)

Information services inevitably hold large quantities of personal data that are exempt from general disclosure.

| | Class | Description | Manner | Fee |
|-----|--|--|---|--|
| 5.1 | Availability and conditions of use of facilities | <p>Information on library facilities including opening hours, who has access, and library rules and conditions of use including copyright. Also provides brief information on computer facilities available, including access to electronic library catalogue.</p> <p>Information on computing facilities.</p> <p>More detailed information on computing facilities and including conditions of use for connection to the College network from a privately owned PC. Also provides links to University of Cambridge rules and conditions of use of IT facilities and systems, and Acceptable Use Policies including JANET. College web site.</p> | <p>Junior Members' Handbook</p> <p>Available on College web site: www.robinson.cam.ac.uk</p> <p>Junior Members' Handbook</p> <p>Available on College web site: www.robinson.cam.ac.uk</p> | <p>Hardcopy Free to Junior Members Otherwise £</p> <p>Free</p> |
| | Policies with regard to data and information | Data Protection Policies are contained in the Staff Handbook | Staff Handbook available in hard copy Published on College web site | Hard copy £ Download from the internet free of charge. |

6. **External Relations**

This class provides information relating to the institution’s relationship with its external environment.

| | <u>Class</u> | <u>Description</u> | <u>Manner</u> | <u>Fee</u> |
|-----|---------------------------|---|---|--|
| 6.1 | Alumni | Alumni information, termly alumni newsletter (Bin Brook), contacts and events. | Bin Brook is available on the College web site. Alumni information, event information available in hard copy on request. | Download from the internet and hard copy free of charge. |
| 6.2 | Fundraising | Fundraising initiatives, charitable giving and merchandising. | The College’s web site has information with further hard copy available from Development Office | No charge |
| 6.3 | Marketing and recruitment | College prospectus gives information on undergraduate courses in the college admission requirements, how to apply, admissions process, costs, accommodation, sports and leisure facilities, and FAQ’s. Also includes dates of College Open Days | Available on College web site: www.robinson.cam.ac.uk Paper (on request) | Free Free |
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7. **Subsidiary Companies**

This section covers trading subsidiaries wholly-owned by the College. Each of these companies has its own publication scheme which can be found in the appendix to this publication scheme. The companies concerned are

Robinson College Enterprises Limited

Robinson College (Cambridge) Management Training Ltd