



SIDNEY SUSSEX COLLEGE

PUBLICATION SCHEME

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Introduction

The College has adopted the [model publication scheme](#) which has been prepared and approved by the Information Commissioner. Accordingly, the College is committed to making information available to the public as part of its normal activities. The information covered is included in the classes of information mentioned below, where this information is held by the College.

The College's commitments under the scheme are to:

- Publish actively or otherwise make available as a matter of routine, information, including environmental information, which is held by the College and falls within the classifications listed.
- Specify the information which is held by the College and falls within the classifications listed;
- Publish actively or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- Produce and publish the methods by which information is routinely made available so that it can be easily identified and accessed by members of the public;
- Review and update on a regular basis the information the College makes available under this scheme;
- Produce a schedule of any fees charged for access to information which is made available proactively;
- Make this publication scheme available to the public.

Classes of Information

1. Who we are and what we do

Organisational 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 College.

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.

[Legal requirement](#)

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.

'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

[What is a publication scheme?](#)

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.

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.

[The 'model' publication scheme for higher education](#)

The College has adopted the Information Commissioner's Office's [model publication scheme](#), and is committed to publishing the information it describes.

[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 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.

[Accessing information covered by the publication scheme](#)

The classes of information we publish are described above.

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.

To request information available through our publication scheme other than that available via the web, please contact: Freedom of Information, Sidney Sussex College, Cambridge, CB2 3HU, foi@sid.cam.ac.uk.

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

[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 the College's 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 authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, 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 for information not covered by the publication scheme

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

Information held by the College that is not published under this Scheme must be requested in writing to foi@sid.cam.ac.uk; the College normally will respond to requests within 20 working days. Supply of any such requested information will be considered in accordance with the provisions of the Freedom of Information Act. A fee may be charged, which will be calculated to cover the cost of actual disbursements incurred, or under any Fees Regulations as specified above.

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.

The College is not required to release information to which an exemption in the Freedom of Information Act legitimately applies. However, the College may be required to explain to the applicant why the information will not be released, and may have to justify this decision to the Information Commissioner's Office.

Copyright

Copies of the College's own publications within this scheme may be requested and provided for purposes of private study or non-commercial research. Applications for commercial reproduction should be made in writing to Freedom of Information, Sidney Sussex College, Cambridge, CB2 3HU, foi@sid.cam.ac.uk.

Feedback

It is intended that this publication scheme should be clear and intelligible. If you find the scheme difficult to understand, please let us know. The College welcomes suggestions as to how its scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to Freedom of Information, Sidney Sussex College, Cambridge, CB2 3HU, foi@sid.cam.ac.uk.

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 [Information Commissioner's Office](#), the independent body which oversees the Freedom of Information Act.

Further information

More information about the Freedom of Information Act is available on the [Information Commissioner's Office's website](#).

Guide to Information

This section specifies what information the College publishes in respect of each of the seven classes of information set out above, as well as where and how the information can be accessed.

1. Who we are and what we do

1.1 Legal Framework

The College is a registered charity (registration number 1137586). Its governing statutes and ordinances are available on the College website here: [Publications and Governance | Sidney Sussex College Cambridge](#)

1.2 College organisation

The College is governed by the Governing Body, consisting of the Master and Fellows of the College, and the Council, in accordance with the Statutes and Ordinances of the College. The College Council, who are also Charitable Trustees of the College, meet three times per term with the Governing Body meeting once per term.

Terms of Reference for committees which report to Governing Body and of those which report to the Council can be found in the College's Ordinances.

Terms of Reference for all other committees and working groups are available on request from FOI@sid.cam.ac.uk

Details of the Fellows of the College are available on the College's website: [Fellows | Sidney Sussex College Cambridge](#)

The principal officers of the College include the Master, Vice Master, Bursar and Senior Tutor. The educational work of the College is performed by Directors of Studies and Supervisors. The College's departmental structure, and details of its Heads of Department and staff are listed on the website: [College Departments and Staff | Sidney Sussex College Cambridge](#)

1.3 Location and contact details

The location of the College and its contact details can be found on the website: [Visit Sidney Sussex College | Sidney Sussex College Cambridge](#).

1.4 Associated organisations

The College wholly owns the following registered company:

- **Sidney Sussex Hospitality Limited:** This is a registered company wholly owned by Sidney Sussex College. The principal activity of this registered company is that of conference trading. The Company, registered number 11915620, remits its profits to Sidney Sussex College, Cambridge under deed of covenant.

The College also has a self-governing alumni association (Sidney Sussex Society) whose role is to keep former students in touch with each other and the College. This organisation is an independent entity run by alumni and is not subject to the Freedom of Information Act.

1.5 Student activities

Sidney Sussex College Students' Union (SSCSU) has its own written constitution. It is subject to a [Code of Practice](#), made in compliance with section 22 of the Education Act 1994. The primary student organisations within SSCSU are the [Junior Combination Room](#) (JCR) comprising undergraduate students, and the [Middle Combination Room](#) (MCR) comprising graduate students. These organisations are independent entities run by students and are not subject to the Freedom of Information Act.

2. What we spend and how we spend it

The [College's Annual Report and Accounts](#) for recent years are available online and include the College's Financial Statements. Information for earlier years is available on request from the Bursar, Sidney Sussex College, Cambridge, CB2 3HU, Bursar@sid.cam.ac.uk.

2.1 Funding/Income

The funding of the College derives from:

- Undergraduate tuition fees, which are paid to the College by the University
- College fees for Graduate Students
- The College's investment portfolio including commercial rental property
- Charges to members of College
- Charitable Donations and Gift Aid receipts
- Conferencing

The College's investment policy is kept under regular review by the College Council on the advice of the Investment Committee and the College's Investment Managers. The College follows Charity Commission guidance on ethical investments, and the investment policy includes a section on Ethical Investment.

2.2 Budgetary and account information

This can be found in the [College's Annual Report and Accounts](#).

The College Council sets budgets in Easter Term for the following academic year. Budgets are monitored through the College's Management Accounts and reviewed each quarter against predicted outcomes.

2.3 Financial audit reports

The independent auditors' annual 'Audit Matters' reports are reviewed by the Audit Committee and presented to the Governing Body and the Council alongside the [College's Annual Report and Accounts](#).

2.4 Capital programme

There are no major plans for capital expenditure at this time.

2.5 Financial regulations and procedures

The College is in the process of developing financial regulations and procedures.

2.6 Allowances and expenses

Fellows' Expenses Policy and Procedure, [available upon request](#).

Staff Expenses Policy and Procedure, [available upon request](#).

2.7 Staff pay and grading structures

Multiple pay scales apply to members of the College. Fellows and some staff are paid on the [University of Cambridge pay scale](#) whilst hourly paid staff are paid on the College's own pay scale (available on request).

The College Council has authority to make decisions relating to staff pay and grading, including adjustments to employment terms and conditions.

Details of staff salaries, including those of key management personnel are available in the [College's Annual Report and Accounts](#).

2.8 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.

2.9 Procurement and tender procedures and reports

The College is not a public authority for the purpose of UK law relating to tendering requirements. The normal practice in relation to major works is to procure them through a tendering process.

2.10 Contracts

The College does not publish details of its commercial contracts.

2.11 Research funding

The College funds its own scheme of Research Fellowships for early-career academics, details of which are published on the College website, and in other media, when vacancies arise.

The College provides College Teaching Officer posts, the duties of which require the postholder to dedicate at least 50% of their time to research.

Research pursued by Fellows is supported by the College providing facilities and materials, including the library and College Archive, and grants to attend national and international conferences and research trips.

Through its Visiting Fellowships and other similar programmes, the College encourages visits from other academics who are researching in Cambridge.

Study, research and travel grants from the College are also available for students.

Details of research funding are available in the [College's Annual Report and Accounts](#).

3. What our priorities are and how we are doing

3.1 Annual Report

The [College's Annual Report and Accounts](#) for the recent years are available online.

Two publications are produced for the College community:

- *Pheon* is the magazine for alumni and friends of Sidney. It includes alumni news and features on current events in College.
- The *College Annual* is the formal record of the past year at Sidney.

Both are [available online](#).

3.2 Corporate and business plans

Financial planning and resource allocation are controlled by the College Council acting on the advice of the Finance and Needs Committee and Investment Committee. Further details about plans for future periods are available in the [College's Annual Report and Accounts](#).

3.3 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 can be found on the University's website at www.cam.ac.uk.

Information about College procedures can be found in the [Student White Book](#).

3.4 Corporate relations

There is no direct corporate input into teaching and learning.

3.5 Government and regulatory reports

See the College's returns to the [Charity Commission](#).

3.6 Equality Act 2010 Compliance

The College has established an Equality, Diversity and Inclusion (EDI) Committee, reporting directly to the Council, to advise and make recommendations on matters relating to strategy, policy, risk, and the promotion and monitoring of EDI and related issues throughout the College, and to keep under review all areas of College practice in regard to EDI.

4. How we make decisions

4.1 The Governance of the College

Full details about the governance of the College and how the Governing Body and College Council operates are found in the [Annual Report and Accounts](#) in the section on Corporate Governance.

The Governing Body meets four to seven times per year and it elects the College Council and supervises its work.

The College Council meets nine times per year and deals with all matters of College administration not reserved to the Governing Body. Information not deemed to be sensitive is contained in the [unreserved minutes](#) of the Governing Body and College Council which are published on the College website.

Reports to the Governing Body and College Council, minutes of other committees and reserved minutes of the Governing Body and College Council are not available under this scheme but may be released on request if the College is satisfied that no exemption under The Freedom of Information Act Part II sections 21-44 applies.

4.2 Consultation of Staff and Students

Students are represented on the major committees of the College, and informal non-minuted meetings are held on a regular basis between College officers and JCR/MCR representatives.

The College's Staff Liaison Committee provides a forum for staff to offer feedback, make suggestions and give input on the running of the College as relevant to them. Minutes of these meetings may be obtained by emailing FOI@sid.cam.ac.uk.

4.3 Appointment committees and procedures

Please see the [College Statutes and Ordinances](#) for procedures relating to appointment of academic staff.

Staff and academic vacancies are advertised on the College website as they arise.

5. College policies and procedures

5.1 Policies and procedures for conducting College business

[College Statutes](#)

[College Ordinances](#) (including Committee Terms of Reference)

[Annual Report and Accounts](#)

5.2 Procedures and policies relating to academic services

Please see [Student pages](#) and [Student White Book](#).

5.3 Procedures and policies relating to student services

Please see [Student pages](#) and [Student White Book](#).

5.4 Procedures and policies relating to human resources

The terms and conditions of employment for the non-academic administrative staff are contained in the Employment Handbook, which may be obtained by emailing FOI@sid.cam.ac.uk.

5.5 Procedures and policies relating to recruitment

Please see the [College Statutes and Ordinances](#) for procedures relating to appointment of academic staff.

[Staff and academic vacancies](#) are advertised on the College website as they arise.

5.6 Code of conduct for Governing Body

The College's code of conduct relating to conflict of interests is contained in the [College Ordinances](#).

5.7 Equality and diversity

The College is committed to equal opportunities in the recruitment of its Fellows, students and staff. See also: [Section 3.6 Equality Act 2010 compliance](#), above.

5.8 Health and safety

The Domestic Bursar is the College Safety Officer. The College's [Health and Safety Policy](#) is published on the College website.

5.9 Estate management

Enquiries relating to estate management should be referred to the [Bursar](#) in the first instance.

5.10 Complaints policy

The [College Statutes and Ordinances](#) contain details of the disciplinary and grievance procedure applying to academic staff.

Staff may raise complaints through the Grievance Policy, which is [available upon request](#).

The College also has a Whistleblowing Policy, [available upon request](#), through which any College members may raise an issue.

The student complaints policy can be found in the [Student White Book](#).

Any complaints by members of the public should be made in the first instance to the [Bursar](#).

5.11 Records management and personal data policies

The College's Information and Records Management policy and guidance are [available upon request](#).

All personal data is handled in accordance with the Data Protection Act. Further details can be found [here](#).

5.12 Charging regimes and policies

Details of fees and charges levied by the College are available on our [Finance and funding page](#).

The College may also levy fees and charges for provision of information made under this scheme, as described in the [Introduction](#).

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 number of commercial properties in addition to its operational land and buildings. Details of the College's commercial property portfolio are included in the [Annual Report and Accounts](#).

Applications for further information should be made to the [Bursar](#).

6.3 Disclosure Logs

FOI requests received by Sidney Sussex in 2022

6.4 Registers of Interest

The College Council members, who are the Charitable Trustees of the College, are required to submit a register of interests upon election to the Council, updated whenever circumstances change and reviewed by all Trustees at least annually. Applications for information contained in the College's register of interests should be made to the [Bursar](#).

See also [section 6.6](#) below.

6.5 Register of gifts and hospitality provided to senior staff

No register of gifts and hospitality provided to senior personnel is considered necessary. The College's Employment Handbook (which may be obtained by emailing FOI@sid.cam.ac.uk) states *"It is a strict rule therefore that nothing that could be viewed as an inducement, e.g. personal gifts, hospitality or entertainment of any kind, may be accepted from a supplier, client/customer or a prospective supplier without the prior agreement of [an employee's] Head of Department....At times of special occasions such as Christmas, small gifts of nominal value may be accepted by prior agreement with [an employee's] Head of Department. Gifts such as wine or consumables are normally used as prizes for the Staff Christmas Raffle, which is designed to raise money for local good causes"*.

6.6 Senior staff's declarations of interest

Declarations of interest are recorded in the [minutes of meetings](#).

7. The services we offer

7.1 Prospectus

Information for prospective students can be found on the [student pages](#) of our website.

7.2 Services for outside bodies

The College offers facilities for conferences, events, dining and accommodation, which may be [booked](#) by outside organisations or individuals.

7.3 Course content

Details of the subjects that may be studied by Sidney Sussex College students can be found [here](#).

7.4 Welfare and counselling

Information concerning welfare for students may be found on our [student health and wellbeing pages](#).

7.5 Health including medical services

Information concerning health and medical services for students may be found on our [student health and wellbeing pages](#).

Information concerning health, safety, welfare, sick leave and pay for College staff is available in the [Health and Safety Policy](#), and in the Employment Handbook, which may be obtained by emailing FOI@sid.cam.ac.uk.

7.6 Careers

The College does not have a dedicated careers advisor but advice is provided to students on an ad hoc basis by Tutors and Directors of Studies. Students may also take advantage of the facilities of the [University Careers Service](#).

7.7 Chaplaincy services

Sidney's [Chapel](#) is a place of Christian worship and contemplation, but it is also a place for the whole College community, regardless of faith or background and home to the College [choir](#).

7.8 Services for which the College is entitled to recover a fee, together with those fees
[Finance and funding for undergraduates](#)
[Studentships and funding for graduates](#)

7.9 Sports and recreational facilities
[Gym and sports](#)

7.10 Museums, libraries, special collections and archives
[College Library](#)
[College Archives and Special Collections](#).

7.11 Conference facilities

[Conferences and events](#)

7.12 Advice and guidance

Advice and guidance to current students is available in the [Student Handbook](#).

The [Tutorial Office](#) advise and assist individual students who may also call on Tutors and Directors of Studies for help.

The Porters' Lodge provides advice on security and practical matters, particularly out of office hours.

Advice and guidance to prospective undergraduate and postgraduate students is available on the [Student Hub pages](#).

Information about advice available to staff is in the Employment Handbook, which may be obtained by emailing FOI@sid.cam.ac.uk.

7.13 Local campaigns

Information concerning the College's fundraising and the Development and Alumni Relations team may be found on the [Alumni pages](#).

7.14 Media releases

[News items and press releases issued by the College](#)

General media enquiries should be directed to Communications@sid.cam.ac.uk.