

## Publication Scheme – Homerton College

This publication scheme is in the form prepared and approved by the Information Commissioner.

### Information within the College's Publication Scheme

#### Who we are and what we do

Organisational information, structures, locations and contacts.

- **Legal framework**

The Trust Deed for Homerton College (12/10/01) is available in hard copy

- **How the institution is organised**

The Principal and the College Council are under the ultimate authority of the Board of Trustees who administers the College. The College Council normally meets fortnightly during term time. The Board of Trustees normally meets once a term. Rules relating to elections to the College Council and to meetings of the Council and Board of Trustees may be found in the Statutes and Standing Orders of the College.

The principal officers of the College include the Principal, the Bursar, the Senior Tutor, and the Dean, who are subject to the duties specified in the Statutes and Standing Orders of the College. Directors of Studies, College Lecturers and Supervisors perform the educational work of the College.

- **Location and contact details**

The College address is

Hills Road  
Cambridge  
CB2 8PH

Tel: 01223 517000  
[www.homerton.cam.ac.uk](http://www.homerton.cam.ac.uk)

- **Lists of and information relating to organisations which the College has responsibility for, those it works in partnership with, those it sponsors and companies wholly owned by it**

Colophon Limited ("the Company") is a private limited company; number 2860415 incorporated on 8 October 1993 under the Companies Act 1985, whose principal activity is to provide a trading vehicle for Homerton College. It is a wholly owned subordinate company of the Trustees of Homerton College, Cambridge. Colophon has its own publication scheme which is attached.

- **Student activities**

The principal student association is the Homerton Union of Students. The college also has a number of clubs and societies, information of which can be found [www.hus.org.uk](http://www.hus.org.uk)

## What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

Financial information for the current and previous two (*or more*) financial years is available as described below

### Funding / income

- [Budgetary and account information](#)
- [Financial audit reports](#)
- [Capital programme](#)
- [Financial regulations and procedures](#)
- **Staff pay and grading structures**

Details of the College's pay structure are available in hard copy.

- [Register of suppliers](#)
- [Procurement and tender procedures and reports](#)
- **Contracts**

The College does not publish details of its commercial contracts.

- [Research funding](#)

## What our priorities are and how we are doing

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

The Annual Review of the College, which is published in its Annual Accounts, is available in hard copy.

- **Corporate and business plans**

Information on this can be found in the Annual Accounts as above

- **Teaching and learning strategy**

Information on this can be found in the Student Prospectus and Admissions Policy. Hard copies of these documents are available. Further information can be found via the Homerton [www.homerton.ac.uk](http://www.homerton.ac.uk) and the University of Cambridge website [www.cam.ac.uk](http://www.cam.ac.uk)

- **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](http://www.cam.ac.uk).

- **External review information**

The Tomkins Table, showing the comparative performance of Colleges in undergraduate examinations may be found at the University of Cambridge website [www.cam.ac.uk](http://www.cam.ac.uk)

- [Corporate relations](#)
- [Government and regulatory reports](#)

### **How we make decisions**

Decision making processes and records of decisions.

- **Minutes from governing body, Council, academic boards and steering groups**

Minutes of the Board of Trustee are available on request.

Unreserved Minutes of college council are available on request

- [Teaching and learning committee minutes](#)
- [Minutes of staff / student consultation meetings](#)
- [Appointment committees and procedures](#)

### **Our policies and procedures**

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

- [Policies and procedures for conducting College](#)
- [Procedures and policies relating to academic services](#)
- **Procedures and policies relating to student services**

The College follows guidelines for student admissions as laid out by the university of Cambridge [www.cam.ac.uk](http://www.cam.ac.uk). Hard copies of the College's Prospectus and Admissions policy can be obtained as well as the Residential handbook, which includes information on accommodation services. Information relating to student discipline can be found in the Code of Student Discipline and the Internal Student Complaints and Appeals procedures. Hard copies of all these documents are available.

- **Procedures and policies relating to human resources**

The College has an Employee Handbook which covers all contractual and non contractual procedures and employment issues ie. Generic terms and conditions, grievance, and disciplinary processes, staff development, Health and Safety and Equal opportunities. The College does not recognise trade unions. Hard copies of the Employee Handbook are available.

- **Procedures and policies relating to recruitment**

All vacancies are advertised either internally or externally or both. The College operates an Equal Opportunities policy with regards to external and internal appointment of staff.

- [Code of Conduct for members of governing bodies](#)
- **Equality and Diversity**

The College operates an Equal Opportunities policy and is committed to equal opportunities in the recruitment and retention and development of its Fellows, students and staff. Hard copy is available on request.

- **Health and Safety**

The College's Health and Safety Booklet is available on request.

- [Estate management](#)
- [Complaints policy](#)
- [Records management and personal data policies .](#)
- [Research policy and strategy](#)
- **Charging regimes and policies**

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 when ever possible not incurred.

### **Lists and registers**

- [Any information we are currently legally required to hold in publicly available registers](#)
- [Asset registers](#)
- [Disclosure logs](#)
- **Register of gifts and hospitality provided to senior personnel**

No register is considered necessary as business gifts and hospitality received by college personnel are of negligible value only.

- [Any register of interests kept in the College.](#)

### **The services we offer**

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

- **Prospectus**

A hard copy of the College prospectus is available

- [Services for outside bodies](#)

- **Course content**

Information about all University of Cambridge courses can be found at [www.cam.ac.uk](http://www.cam.ac.uk)

- **Welfare and counselling**

Information can be found in the Tutorial Handbook, Prospectus and College and University web sites [www.homerton.cam.ac.uk](http://www.homerton.cam.ac.uk) and [www.cam.ac.uk](http://www.cam.ac.uk) Hard copies of all are available.

- **Health including medical services**

The College operates a college surgery run by a college nurse. Further details of services provided can be found in the College Prospectus and Tutorial Handbook

- **Careers**

Careers advice is available to members of the College at [www.cam.ac.uk](http://www.cam.ac.uk)

- **Chaplaincy services**

Information can be found at [www.cam.ac.uk](http://www.cam.ac.uk)

- **Services for which the university is entitled to recover a fee together with those fees**
- **Sports and recreational facilities**

The College and University of Cambridge runs and organises a number of societies for students. Further details can be found at the following web sites [www.hus.org.uk](http://www.hus.org.uk) and [www.cam.ac.uk](http://www.cam.ac.uk)

- **Museums, libraries, special collections and archives**

Information concerning the college Library, including special exhibitions may be found at [www.homerton.cam.ac.uk](http://www.homerton.cam.ac.uk) and the College prospectus.

- **Conference facilities**

The College provides purpose built facilities for conferences, events and other corporate initiatives. Information concerning this and special events may be found at [www.homerton.cam.ac.uk](http://www.homerton.cam.ac.uk)

- **Advice and guidance**

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Information concerning the Tutorial System and Direction of Studies and other information concerning advice and guidance available to members of the College may be found in the Tutorial Handbook and [www.cam.ac.uk](http://www.cam.ac.uk)

- **Local campaigns**

Further Information may be found at [www.homerton.cam.ac.uk](http://www.homerton.cam.ac.uk)

- **Media releases**

Further Information may be found at [www.homerton.cam.ac.uk](http://www.homerton.cam.ac.uk)

## Information within the Publication Scheme for Colophon Ltd

<b>Who we are and what we do</b> Organisational information, structures, locations and contacts.
<ul style="list-style-type: none"><li>• <b>Roles and responsibilities</b></li></ul> <p>Colophon Limited (“the Company”) is a private limited company; number 2860415 incorporated on 8 October 1993 under the Companies Act 1985, whose principal activity is to provide a trading vehicle for Homerton College. It is a wholly-owned subordinate company of the Trustees of Homerton College, Cambridge.</p> <ul style="list-style-type: none"><li>• <b>Articles of Association</b></li><li>• <b>Board membership</b></li><li>• <b>Senior executives</b></li><li>• <b>Staff structure</b></li><li>• <b>Contact points</b></li></ul>
<b>What we spend and how we spend it</b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.
<ul style="list-style-type: none"><li>• <b>Annual accounts</b></li><li>• <b>Loans sanctioned</b></li><li>• <b>Procurement procedures</b></li><li>• <b>Staff and board members’ allowances and expenses</b></li></ul>
<b>What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews.
<ul style="list-style-type: none"><li>• <b>Any reports indicating main priorities and progress against them</b></li><li>• <b>Annual Report</b></li></ul>

<p><b>How we make decisions</b></p> <p>Decision making processes and records of decisions.</p> <ul style="list-style-type: none"> <li>• <a href="#">Minutes of meetings of the Board</a></li> </ul>
<p><b>Our policies and procedures</b></p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities.</p> <ul style="list-style-type: none"> <li>• <a href="#">Policies and procedures for conducting departmental business</a></li> <li>• <a href="#">Policies and procedures for delivering our service</a></li> <li>• <a href="#">Policies and procedures for recruiting and employing staff</a></li> <li>• <a href="#">Customer service</a></li> <li>• <a href="#">Records management and personal data policies</a></li> <li>• <a href="#">Charging regimes and policies</a></li> </ul>
<p><b>Lists and registers</b></p> <p>Any information we are currently legally required to hold in publicly available registers.</p> <ul style="list-style-type: none"> <li>• <a href="#">Any lists or registers that may be required to produce in the conduct of their business</a></li> <li>• <a href="#">Any property asset list</a></li> <li>• <a href="#">Disclosure logs</a></li> </ul>
<p><b>The services we offer</b></p> <p>Information about the services we offer, including leaflets, guidance and newsletters.</p> <ul style="list-style-type: none"> <li>• <a href="#">Details of company services</a></li> <li>• <a href="#">Services for which the company is entitled to recover a fee, together with those fees</a></li> <li>• <a href="#">Leaflets</a></li> <li>• <a href="#">Media Releases</a></li> </ul>

