



## **Homerton College**

### **Publication Scheme**

#### **PART 1**

##### **1. 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.

##### **2. 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.

### **3. The 'model' publication scheme for higher education.**

Homerton College has adopted the model publication scheme prepared for the Higher Education sector and is committed to publishing the information it describes.

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:

<http://www.jisc.ac.uk/index.cfm?name=mps/overview>

### **4. Who we are**

Homerton College founded in the 18<sup>th</sup> Century, moved to its current location from London in 1894 and until 2000 was England's leading teacher-training College. It became a self-governing College of the University of Cambridge in 2010 and offers all the normal Cambridge subjects with the exception of Medicine and Veterinary Medicine.

Located within easy reach of the historic city centre, and a 10 minute walk to the Cambridge mainline station, the College has over 1,000 students, a Fellowship of about 70 and approximately 115 staff. The College has extensive grounds, over 700 residences on site and a well-maintained estate. Homerton is financially secure with a £50m endowment and a substantial conference business which presently delivers a healthy annual surplus.

The College ethos is exemplified by a desire to ensure access for the widest range of talented students, to provide outstanding teaching and to offer financial support where we can.

The College already publishes a large volume of information through the College Prospectus, Tutorial Handbook and the College website: [www.homerton.cam.ac.uk](http://www.homerton.cam.ac.uk).

### **5. Accessing information covered by the publication scheme**

The classes of information we publish are described in the second part of the scheme.

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.

To request information available through our publication scheme please contact

The Freedom of Information Officer  
Homerton College  
Hills Road  
Cambridge  
CB2 8PH

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

## **6. 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 the 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.

## **7. 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. Whenever possible charges will not be made for routinely published material, however when requested they will be justified and transparent. Charges up to a maximum of £20 plus postage and packing per document may be incurred depending on the material requested and the administrative work required to source and copy the document.

Material which is published and accessed on a website will be provided free of charge.

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

## **8. What about information not covered by the publication scheme?**

From 1 January 2005 you have had 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.

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 accordingly 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.

## **9. Copyright**

Homerton College owns the copyright to publication 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 above address.

## **10. Feedback**

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 coordinator below:

The Freedom of Information Officer  
Homerton College  
Hills Road  
Cambridge  
CB2 8PH

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

## **11. Further Information**

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

[www.informationcommissioner.gov.uk](http://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 Executives website at:

[www.scotland.gov.uk/government/foi](http://www.scotland.gov.uk/government/foi)

## PART 2

Classes of Information in the Scheme are:

1. Governance
2. Financial matters
3. Student matters
4. Human Resources
5. Information services
6. Teaching and learning
7. External relations
8. Physical Resources
9. Subsidiary companies

### 1. Governance

This section covers information relating to the way the College is governed and how decisions are made. It includes information on the legal status of the institution which includes members of staff or groups within the organisation are responsible for specific functions and where they fit in the overall structure of the organisation. In some instances information from committee minutes will be exempt from disclosure where it contains personal information; information that may damage the commercial interest of the institution or that may threaten the health and safety of specific individuals;

	Class	Description	Manner	Fee
	Legal framework	<u>Foundation:</u> Homerton College founded in the 18 <sup>th</sup> Century, moved to its current location from London in 1894 and until 2000 was England's leading teacher-	Homerton Website <a href="http://www.homerton.ac.uk">www.homerton.ac.uk</a> Paper ( on request)	

		<p>training College. It became a self-governing College of the University of Cambridge in 2010.</p> <p><u>Charitable Status</u>: Homerton College is accorded charitable status by the Universities of Oxford and Cambridge Act 1923.</p> <p><u>Current UK Statute Law – The Education (Listed Bodies) Order 1997</u>: The College is recognised as a College of the University of Cambridge and is authorised under the Education Reform Act 1988 to grant degrees</p>	<p>Available from The Stationery Office, PO Box 29, St Crispin’s, Duke Street, Norwich, NR3 1GN</p> <p>Available from The Stationery Office ( see above) and on HMSO website:  <a href="http://www.legislation.hmso.gov.uk/acts.htm">www.legislation.hmso.gov.uk/acts.htm</a></p>	
	Governance structure	<p><u>College Statutes</u>. These provide for the constitution and government of the College (including the membership and responsibilities of the governing Body); the duties and election to office of Principal; the election and duties of College Officers; the conduct, discipline, grievances and dismissal of academic staff, the discipline of students, and financial matters.</p>	<p>College website:  <a href="http://www.homerton.ac.uk">www.homerton.ac.uk</a></p>	Download for free

	<p><u>College Ordinances</u>. The ordinances amplify the Statutes and in some cases allocate responsibilities to certain College bodies and College Officers.</p> <p><u>List of Fellows</u>. A list of Fellows of the College who comprise the governing Body.</p> <p><u>Minutes of Governing Body and College Council</u>. Please note that the minutes and papers of all committees will be edited to remove references to individuals and financially sensitive material where necessary.</p>	<p>College website: <a href="http://www.homerton.ac.uk">www.homerton.ac.uk</a></p> <p>College website: www.homerton.ac.uk</p> <p>Paper (on request) Open 1 year after approval by Governing Body. Unreserved Business only.</p>	<p>Download for Free</p> <p>Free</p>
How the institution is organised	<p>This contains information relating to how the individual departments of the College are organised and where each unit fits in the overall structure of the institution. Example of information in this class includes organisational structure charts</p> <p><u>The Education Provision of the Cambridge Colleges</u> describes the role, general functions and responsibilities of the College as educational institutions in relation to individual students and to the</p>	<p>Paper (on request)</p> <p>Available at: <a href="http://www.admin.cam.ac.uk/committee/seniortutors/guidelines/stc_educational_provision.pdf">www.admin.cam.ac.uk/committee/seniortutors/guidelines/stc_educational_provision.pdf</a></p>	Free

		University.		
	Information on institutional context	<p><u>Quality Assurance and reviews of progress</u>. The College adheres to the policies set by the University of Cambridge</p> <p><u>University of Cambridge Learning and Teaching Strategy</u></p>	<p><a href="http://www.admin.cam.ac.uk/committee/seniortutors">www.admin.cam.ac.uk/committee/seniortutors</a>  <a href="http://www.qaa.ac.uk/revreps/instrev/Cambridge/summary.htm">www.qaa.ac.uk/revreps/instrev/Cambridge/summary.htm</a>  <a href="http://www.admin.cam.ac.uk/offices/education/quality/qaguide">www.admin.cam.ac.uk/offices/education/quality/qaguide</a></p> <p>Cambridge University Reporter at  <a href="http://www.admin.cam.ac.uk/reporter/1999-2000/weekly/5805/9.html">www.admin.cam.ac.uk/reporter/1999-2000/weekly/5805/9.html</a></p>	
	Management Structure	<p><u>Organisational Charts</u></p> <p><u>Duties of College Officers</u>. These are laid down in College Statures and Ordinances</p>	<p>Paper ( on request)</p> <p>College website:  <a href="http://www.homerton.ac.uk/">www.homerton.ac.uk/</a></p>	<p>Free</p> <p>Free</p>



## 2. Financial Matters

This section covers information on the Institutions strategy and management of financial resources.

	Class	Description	Manner	Fee
	Finance	<p><u>Annual Accounts.</u> The financial year is July to June. Annual audited statutory accounts, detailing the income of and the expenditure by the College.</p> <p><u>Insurance cover</u></p> <p><u>Pensions.</u> Academic and support staff may join either the University Superannuation Scheme or the LGSS.</p> <p>Financial processes and procedures</p>	<p>College website:  <a href="http://www.homerton.ac.uk/">www.homerton.ac.uk/</a></p> <p>paper copy on request</p> <p><a href="http://www.uss.co.uk">www.uss.co.uk</a>  <a href="http://www.lgss.co.uk">www.lgss.co.uk</a></p> <p>College website:  <a href="http://www.homerton.ac.uk/">www.homerton.ac.uk/</a></p>	<p>Free</p> <p>Free</p> <p>Free</p>

### 3. Student Matters

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

	Class	Description	Manner	Fee
	Student admissions	Details of how prospective undergraduates and graduates should apply for admission to the College, information on sources of study and information on funding.	College website: <a href="http://www.homerton.ac.uk/admissions">www.homerton.ac.uk/admissions</a> ; Hard copy of the College prospectus and relevant supplementary documents available on request. Website links to University web pages given information on advice on funding.  University undergraduate and graduate prospectus and admissions information available at: <a href="http://www.cam.ac.uk/cambuniv/course/html">www.cam.ac.uk/cambuniv/course/html</a>	Free
	Student Welfare and support	Information on student welfare and support is outlined in the Tutorial Handbook	College Website <a href="http://www.homerton.ac.uk">www.homerton.ac.uk</a> Hard copy available on request	Free
	Student	Data on student admissions,	Cambridge University Reporter:	

	statistics	background and progression.	<a href="http://www.admin.cam.ac.uk/reporter/">www.admin.cam.ac.uk/reporter/</a> Hard copy available from: The University Bookshop 1 Trinity Street Cambridge CB2 1SZ	
	Student accommodation	Information on all student accommodation both living on site and out can be found in the Accommodation guide and Living out guide	College Website: <a href="http://www.homerton.ac.uk/">www.homerton.ac.uk/</a>	Free
	Student Administration	Registry, student records, policies and procedures Data Protection policy sets out the responsibilities of the College the Data Protection Act 1998 and the Subject Access Request Procedure	University Student Handbook. Copy available from University Registry <a href="http://www.admin.cam.ac.uk/cam-only/univ/dpa/">www.admin.cam.ac.uk/cam-only/univ/dpa/</a>	
	Student discipline	Code of student discipline and complaints procedure documents.	Statutes and Ordinances available on the website. Also available In the Tutorial Handbook. College website <a href="http://www.homerton.ac.uk/">www.homerton.ac.uk/</a>	Free
	Student learning Support services	<u>The Educational Provision of the Cambridge Colleges</u> Provides a descriptive account of the role of the College as educational institutions in relation to individual	Available from: <a href="http://www.admin.cam.ac.uk/committee/seniortutors/guidliens/st_educational_provision.pdf">www.admin.cam.ac.uk/committee/seniortutors/guidliens/st_educational_provision.pdf</a>	

	<p>students and to the University.</p> <p>The College website provides information on support offered by tutors.</p> <p>The University website provides links facilities and services, including libraries, computing, languages and teaching skills and services for students with special needs.</p> <p>University of Cambridge Disability Resource centre.</p> <p>University Careers service</p>	<p><a href="http://www.cam.ac.uk">www.cam.ac.uk</a></p> <p><a href="http://www.cam.ac.uk/cambuniv/disability/hefce.html">www.cam.ac.uk/cambuniv/disability/hefce.html</a></p> <p><a href="http://www.cusu.cam.ac.uk">www.cusu.cam.ac.uk</a></p> <p><a href="http://www.cam.ac.uk/cambuniv/disability/">www.cam.ac.uk/cambuniv/disability/</a></p> <p><a href="http://www.careers.cam.ac.uk/">www.careers.cam.ac.uk/</a></p>	
Student Associations and activities	<p>Homerton Union of Students</p> <p>Homerton Graduate Students Union</p> <p>College website</p>	<p><a href="http://www.husjcr.co.uk/">www.husjcr.co.uk/</a></p> <p><a href="http://www.homertonmcr.co.uk/">www.homertonmcr.co.uk/</a></p> <p><a href="http://www.homerton.ac.uk/">www.homerton.ac.uk/</a></p>	Free

#### 4. Human Resources

This section covers information on the institution's strategy and management of human resources rather than information relating to individual members of staff which is exempt from disclosure as personal information. The information available covers personnel policies and procedures.

	Class	Description	Manner	Fee
	Employment and employee relations	<p>Examples of the type of information in this class include:</p> <p>Conditions of Services:</p> <ul style="list-style-type: none"> <li>• Salaries &amp; Grades</li> <li>• Hours of Work - Full-time Staff</li> <li>• Annual Leave</li> <li>• Sickness Notification/Certification</li> <li>• Entitlement to Sick Pay</li> <li>• Maternity Leave/Pay</li> <li>• Pension</li> <li>• Notice Periods</li> <li>• General Information</li> </ul> <p>Standards of Conduct:</p> <ul style="list-style-type: none"> <li>• General Conduct</li> <li>• Disciplinary Rules - Misconduct</li> <li>• Disciplinary Rules - Gross Misconduct</li> <li>• Capability Procedure</li> </ul>	Staff Handbook and specific policies Paper copy on request.	Free

		<ul style="list-style-type: none"> <li>• Child Protection Policy</li> <li>• Disciplinary Procedure</li> <li>• Grievance Procedure</li> <li>• Dignity at Work Procedure</li> <li>• Health &amp; Safety Procedure</li> <li>• Maternity Procedure</li> </ul> <p>Information on health and safety polices and responsibilities are set out in the Health and safety manual</p>	Paper copy on request	
	Equal opportunities	Information on polices which relate to employees are set out in the staff handbook.	Paper copy on request	Free
	Staff development	Policies and procedures relating to probationary periods, staff appraisals and development are contained in the staff handbook.	Paper copy on request	Free
	Staff pay and grading structure	Single pay spine	Paper copy on request	Free
	Job vacancies	Information on current vacancies can be found on the Homerton website	<a href="http://www.homerton.ac.uk/">www.homerton .ac.uk/</a>	Free



## 5. Information Services

This section covers those functions within the institution that provide access to information for the student body and both academic and administrative staff. (These include libraries, computing services and information support services). Such functions may be managed separately from each other or in various combinations. These services routinely explain their facilities (and the conditions of this use) to students, staff and the general public and it is information of this nature that is included within this section.

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

	Class	Description	Manner	Fee
	Availability and conditions of use of facilities	<p>Opening hours, access and rules relating to College Library.</p> <p>Information regarding the University Library.</p> <p>Information on computing facilities including conditions of use for connection to the College network from a privately owned PC.</p> <p>Also provides links to the University of Cambridge rules and conditions of use of IT facilities and systems and Acceptable Use policies including JANET.</p>	<p>College website <a href="http://www.homerton.ac.uk">www.homerton.ac.uk</a></p> <p>University website: <a href="http://www.lib.cam.ac.uk">www.lib.cam.ac.uk</a></p> <p>College website: <a href="http://www.homerton.ac.uk">www.homerton.ac.uk</a></p>	Free



	Policy with regard to data information	The Data Protection policy is contained in the staff Handbook	Paper copy on request	Free
	Procurement and disposal policies	Cambridge University manages consortium schemes for: Fresh meat and meat products Frozen foods Fruit and vegetables Domestic Gas Supplies 100 KVA Electricity supplies	Refer to University Publishing Scheme.	

## 6. Teaching and Learning

This section contains information regarding the management of teaching and learning within the institution, including mechanisms for reviewing and ensuring the quality of teaching provided. It is fundamental to the mission of the University of Cambridge that it should remain a collegiate university. The Colleges and University work closely together on all matters of common interest affecting the education of students and the pursuit of scholarship and research. Undergraduate teaching is shared between the university and the College. The Colleges accepts primary responsibility for the direction of studies and small group teaching of College students. The University provides lectures, laboratory facilities etc. The College area of responsibility falls mainly in Section 3. 'Student Admin and Support'. For records relating to the University's areas of responsibility for this section, it is necessary to consult the University Publication Scheme, available from the Administrative Secretary, The Old Schools, Trinity Lane Cambridge, CB2 1TN or by following links from [www.admin.cam.ac.uk](http://www.admin.cam.ac.uk).

	Class	Description	Manner	Fee
	Academic year dates	<u>University of Cambridge Term dates.</u> Lists current year and next 15 years.	University of Cambridge website: <a href="http://www.cam.ac.uk/cambuniv/termdates.html">www.cam.ac.uk/cambuniv/termdates.html</a> Paper on request	
	External review information	Information on annual monitoring and review processes is given in the University Quality Assurance Guide available on the University website as well as the QAA website	<a href="http://www.admin.cam.ac.uk/committee/seniortutors/guidelines/stc_educational_provision.pdf">www.admin.cam.ac.uk/committee/seniortutors/guidelines/stc_educational_provision.pdf</a> <a href="http://www.admin.cam.ac./offices/education/quality/qaguide">www.admin.cam.ac./offices/education/quality/qaguide</a> <a href="http://www.qaa.ac.uk/revreps/instrev/Cambridge/summary.html">www.qaa.ac.uk/revreps/instrev/Cambridge/summary.html</a>	
	Graduation Information	<u>Statutes</u> These provide information on the election and tenure of Honorary Fellows. <u>Cambridge University Reporter.</u> A list of Fellows of the College is provided	College website <a href="http://www.homerton.ac.uk">www.homerton.ac.uk</a>  <a href="http://www.admin.cam.ac.uk/reporter">www.admin.cam.ac.uk/reporter</a> or paper request from: University Press Bookshop, 1 Trinity	Free

		at the start of each academic year in a special number of the Cambridge University Reporter. Graduation Dates Honorary Degrees Academic Dress	Street, Cambridge, CB2 1SZ.  <a href="http://www.admin.cam.ac.uk/univ/degrees/dates/">www.admin.cam.ac.uk/univ/degrees/dates/</a> <a href="http://www.admin.cam.ac.uk/univ/degrees/honorary/">www.admin.cam.ac.uk/univ/degrees/honorary/</a> Paper copy on request.	
	Information on the institution's internal procedures for assuring academic quality and standards	The senior Tutors Committee of the University of Cambridge monitors teaching and learning within the Colleges	<a href="http://www.admin.cam.ac.uk/committee/seniortutors/">www.admin.cam.ac.uk/committee/seniortutors/</a>	
	Qualitative data on the quality and standards of learning and teaching	The College adheres to the policies set by the University of Cambridge and the QAA See also: University of Cambridge Teaching and Learning Strategy	<a href="http://www.qaa.ac.uk/revreps/instrew/Cambridge/summary.html">www.qaa.ac.uk/revreps/instrew/Cambridge/summary.html</a> <a href="http://www.admin.cam.ac.uk/offices/education/quality/qaguide">www.admin.cam.ac.uk/offices/education/quality/qaguide</a>  <a href="http://www.admin.cam.ac.uk/offices/education/strategy">www.admin.cam.ac.uk/offices/education/strategy</a>	
	College academic staff	List of Fellows of the College	College website <a href="http://www.homerton.ac.uk">www.homerton.ac.uk</a> see also Governance Structure above	free
	Student assessment strategy	The University of Cambridge Board of Examinations is responsible for the organisation of all University examinations, including timetables,	For information contact the Board of Examinations, 10 Peas Hill, Cambridge, CB2 3PN <a href="http://www.admin.cam.ac.uk/offices/exams/">www.admin.cam.ac.uk/offices/exams/</a>	

		the appointment of examiners, examination regulations.		
	Tuition Fees	Cambridge University Undergraduate Prospectus provides further information on university and College fees for home/EYU an international students	Cambridge university website: <a href="http://www.cam.ac.uk/cambuniv/ugprospectus/">www.cam.ac.uk/cambuniv/ugprospectus/</a> <a href="http://www.newtontrust.cam.ac.uk">www.newtontrust.cam.ac.uk</a>  Paper copy available from: Cambridge Admissions Office, 8/9 Jesus lane, Cambridge, CB5 8BA	Free        Free

## 7. External Relations

This section covers information relating to College's relationship with its external environment. These include formal reports the institution is required to provide to its funding bodies arrangements with other institutions, how it manages its relationship with the local community and how it retains contact with its former staff and students.

Class	Description	Manner	Fee
Alumni	<p><u>Homertonian</u> published once of year in June.</p> <p><u>Homerton Roll news</u> published once a year in November.</p> <p><u>E newsletter</u> published once a term.</p>	<p>College website</p> <p><a href="http://www.homerton.cam.ac.uk/alumni/publications/">http://www.homerton.cam.ac.uk/alumni/publications/</a></p>	Free
Fundraising	Fundraising initiatives, charitable giving and merchandising	<p>College website:</p> <p><a href="http://www.homerton.cam.ac.uk/alumni/givingback/">http://www.homerton.cam.ac.uk/alumni/givingback/</a></p>	Free
Government and Regulator relations	Relations between the Colleges and the rest of the University of Cambridge are overseen by the University Council which has responsibility for the management and administration of the whole of the University. Details about the work of the Council are available on the University of Cambridge Website.	<a href="http://www.cam.ac.uk/cambuniv/pubs/works/council.html">www.cam.ac.uk/cambuniv/pubs/works/council.html</a>	
Marketing and	<u>University Prospectus</u>	Available from:	Free

	recruitment	<p>Cambridge University Undergraduate Prospectus provides information on courses offered, the Colleges, entry requirements, the applications and admissions process and FAQs.</p> <p><u>Cambridge University Graduate Prospectus</u> provides information on courses offered, the Colleges, entry requirements, the applications and admissions process and FAQs.</p> <p><u>Being a mature student at Cambridge</u> provides information on how to apply, the assessment process, FAQs, profiles from students.</p> <p>College Prospectus</p>	<p><a href="http://www.cam.ac.uk/cambuniv.ugprospectus/index.html">www.cam.ac.uk/cambuniv.ugprospectus/index.html</a> Paper copy available from: Cambridge Admissions Office 8/9 Jesus Lane, Cambridge, CB5 8BA</p> <p>Available from: <a href="http://www.cam.ac.uk/cambuniv.prospectus/index.html">www.cam.ac.uk/cambuniv.prospectus/index.html</a> Paper copy available from: Cambridge Admissions Office 8/9 Jesus Lane, Cambridge, CB5 8BA</p> <p>Available from: <a href="http://www.cam.ac.uk/cambuniv.ugprospectus/index.html">www.cam.ac.uk/cambuniv.ugprospectus/index.html</a> Paper copy available from: Cambridge Admissions Office 8/9 Jesus Lane, Cambridge, CB5 8BA</p> <p>College website: <a href="http://www.homerton.ac.uk">www.homerton.ac.uk</a> Paper copy available on request.</p>	<p>Free</p> <p>Free</p> <p>Free</p>
	Public Relations	Conference and Catering facilities at Homerton College	College Website: <a href="http://www.homertonconference.com/">http://www.homertonconference.com/</a>	Free

## 8. Physical Resources

HEIs are often substantial land and property owners in their own right. The class in this section covers information at a strategic level relating to the institution's management of its physical resources.

Information that provides specific details of the institutions future plans to alter its states (eg proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the institutions commercial interests.

	Class	Description	Manner	Fee
	Estates	<u>Maps</u> of the main site and its location.	College website: <a href="http://www.homerton.ac.uk">www.homerton.ac.uk</a>	Free

### 9. Subsidiary companies

This section covers trading subsidiaries wholly owned by the College. Each of these companies has its own publication scheme. The Companies concerned are:

	Class	Description	Manner	Fee
	Subsidiary company	<u>Colophon</u> Colophon limited 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 Homerton College.	Colophon publication Scheme College website: <a href="http://www.homerton.ac.uk/">www.homerton.ac.uk/</a>	Free