

Darwin College, Cambridge

PUBLICATION SCHEME under the provisions of the FREEDOM OF INFORMATION ACT

<p>The College's email address for Freedom of Information Act requests is foi@darwin.cam.ac.uk</p>
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INTRODUCTION

Darwin College makes information available to the public in accordance with the Freedom of Information Act. The classes of information in the publication scheme set out below follow the model prepared and approved by the Information Commissioner. This publication scheme should be read within the context of the University of Cambridge's scheme, available at www.admin.cam.ac.uk/univ/information/foi. Information not included in the scheme may be requested in writing and the College will respond in accordance with the Freedom of Information Act.

The classes of information do 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.

The publication scheme indicates what information it covers and how it can be obtained. Where it is within the capability of the College, information is provided on its website. Where it is impracticable to make information available on its website the scheme indicates how to obtain the information from the College by other means. Where an individual might not wish to access the information by the website it can be obtained by contacting the College FOI Officer.

Information will be provided in the language in which it is held or in such other language that is legally required. 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.

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 the charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as photocopying, postage and packaging, and 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

Information held by the College that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

REQUESTS FOR INFORMATION

Please email foi@darwin.cam.ac.uk to make a request. You may also write to The FOI Officer, Darwin College, Cambridge, CB3 9EU. Please note that all requests must be made in writing and contain an address for correspondence. You must use your full name.

Please make your request as specific as possible. The College's Publication Scheme (below) contains much useful information about the College and the way that it operates. You are advised to refer to this before making a request as it may help you frame your request or even answer your question completely. The College may seek clarification of your request. If it needs to do this then the statutory deadline for reply will be extended until you supply this information.

If the request may take excessive resources of time to fulfil then the College may refuse it on the grounds that it exceeds the appropriate cost limit or reserve the right to charge for work over and above this limit. This can be avoided by making your request as specific as possible. The College will notify you and obtain your agreement before imposing any charges.

Some information is subject to exemptions under the Freedom of Information Act and we may refuse a request if we feel that the information is covered by one of these exemptions.

If you are not satisfied with our response you have a legal right to request an internal review which will be conducted by a senior college officer. You also have the right to refer the matter to the Information Commissioner's Office if the College cannot resolve the matter.

SCHEDULE OF INFORMATION

Who we are and what we do

Darwin College is a college within the University of Cambridge with the power, subject to the Statutes of the University, to present candidates for matriculation by the University. It was founded in 1964 as the University's first graduate-only College and the first College to admit both men and women. The College was granted a Royal Charter in 1976 and it is a Registered Charity (number 1141105). The College was founded without any religious affiliation, and it is situated in central Cambridge.

Darwin College is one of the larger Cambridge Colleges. It has 70 Fellows who hold faculty or research positions in the University and associated institutes, and about 650 students who come from the UK and some 70 other countries. Students study for PhDs and Masters Degrees in a wide range of disciplines. Darwin College fosters an informal and egalitarian atmosphere for this multi-disciplinary, international community. Students and Fellows meet and talk at academic gatherings and seminars, over meals and at social and sporting events. Students and Fellows are not segregated (there is no High Table) and students are members of many of the College's governing committees. The College has since 1986 organised the annual [Darwin College Lecture Series](#), a major event with eminent speakers giving public lectures every week of the Lent Term. The College community extends to over 7,500 alumni throughout the world.

Additional information about the College is available at www.darwin.cam.ac.uk

Legal framework

Copies of the College's Statutes and Ordinances are available at www.darwin.cam.ac.uk/statutes-and-ordinances

A copy of the Charter of the College is available free of charge on application to the Bursar at bursar@darwin.cam.ac.uk

How the institution is organised

The College is governed by consensus and consultation. Its pattern of governance is laid down in its Statutes and Ordinances. The Statutes provide for the constitution and governance of the College, the duties and election to office of the Master, the election and admission to fellowships; the appointment and the duties of College officers. The Ordinances set out the procedures for appointment of officers and election of fellows as well as procedures for other college business. Authority is devolved among several College officers (Vice-Master, Bursar, Dean, Domestic Bursar, College Secretary) and decision making is conducted through a number of committees.

The Master is the head of the College, elected by the Fellowship, and chairs the major College committees.

The Governing Body consists of the Master and the Fellows, except Emeritus and Honorary Fellows. The Governing Body is the main authority of the College and has power to amend statutes (with the agreement of the University and the Privy Council) and to make ordinances.

The College Council is the main operating committee of the College and meets twice termly. Its ex-officio members are the Master, Vice Master, Dean, Bursar, and Student Association President, with 4 other Fellows, elected to serve 3 years each, and 2 further students, elected annually by the student body.

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 the Lord Chief Justice of England.

Details of key officers and personnel with contact details including email addresses are available on our website www.darwin.cam.ac.uk using the menu under the tab entitled 'People'.

Location and contacts

The address of the college is:

Darwin College
Silver Street
Cambridge
CB3 9EU
United Kingdom

Tel +44 (0)1223 335660
Fax +44 (0) 1223 335667

Details of key officers and personnel with contact details including email addresses are available on our website www.darwin.cam.ac.uk using the menu under the tab entitled 'People'.

Student Activities

The Darwin College Student's Association (DCSA) consists of all the students of the College on the register, excluding any who have given notice to the Dean of opting out of memberships of the DCSA. The DCSA elects its own officers for a term of a year. Officers of the DCSA sit on some college committees. The DCSA is an independent entity run by students and is not subject to the Freedom of Information Act. More information about the DCSA and clubs and societies within the DCSA can be found at <http://dcsa.dar.cam.ac.uk/>

The College's code of practice under section 22 of the Education Act 1994 is available free of charge on application to the Bursar at bursar@darwin.cam.ac.uk

What we spend and how we spend it

Financial information for the current and recent financial years is available at www.darwin.cam.ac.uk/annual-trustees-report-and-accounts . Information for earlier years is available free of charge on application to the Bursar at bursar@darwin.cam.ac.uk .

Funding and income, budgetary and account information

The College is dependent on income from its endowment, from donations, the use of its facilities, as well as income from tuition fees, charges to members and accommodation fees.

Further details of charges made to students and other members for accommodation and meals can be found in the appropriate sections of the current College Information Booklet to be found at <https://www.darwin.cam.ac.uk/booktree>

The College's statutory annual accounts, which contain details of the College's income and expenditure, are published on its website at www.darwin.cam.ac.uk/annual-trustees-report-and-accounts with an accompanying annual report. They are also published annually within a special edition of the Cambridge University Reporter. See www.admin.cam.ac.uk/reporter

The College's investment policy is available free of charge on application to the Bursar at bursar@darwin.cam.ac.uk.

Financial audit reports

The College Audit Report is part of the College's statutory annual accounts at www.darwin.cam.ac.uk/annual-trustees-report-and-accounts

Capital programme

Details of capital projects in progress and planned are contained in the trustees' report forming part of the statutory annual accounts at www.darwin.cam.ac.uk/annual-trustees-report-and-accounts. Further information that provides specific details of the College's future capital plans is likely to be exempt from disclosure as this would damage the College's commercial interests.

Financial regulations and procedures

A summary of the College's financial regulations and procedures is available free of charge on application to the Bursar at bursar@darwin.cam.ac.uk.

Staff Pay and Grading structures

College staff are generally paid on the College's own pay scale a copy of which is available free of charge on application to the Bursar at bursar@darwin.cam.ac.uk.

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.

Procurement and tendering procedures

The College is not a public authority for the purpose of European Law relating to tendering requirements. Its normal practice in relation to capital works is to procure them through a tendering process.

Contracts

The College does not publish details of its commercial contracts.

Research Funding

The majority of the College's academic staff are supported through the University of Cambridge for research purposes. The College administers a limited number of research grants and also provides research fellowships. The Fellowships Committee is the college committee responsible for administering Research Fellowship competitions and reporting thereon to the Governing Body. Further detail of awards, scholarships and research fellowships may be found at www.darwin.cam.ac.uk/awards-and-scholarships and www.darwin.cam.ac.uk/research-fellowships

What our priorities are and how we are doing

Strategy and performance

The College's objectives, strategic and otherwise, are set out in its statutes which may be found at www.darwin.cam.ac.uk/statutes-and-ordinances

The performance of the College is reported on in the annual statutory reports and accounts which can be found at www.darwin.cam.ac.uk/annual-trustees-report-and-accounts

Assessments and reviews

The University is responsible for the academic assessment of students and their research. See www.admin.cam.ac.uk/offices/gradstud/. External inspections and reviews (e.g. by the Higher Education Funding Council for England (HEFCE)) are carried out in respect of the University rather than of the college.

How we make decisions

The section above entitled "Who we are and what we do" sets out the framework for decision making at the College. Further details about the corporate governance of the College can be found in the College's statutory annual accounts at www.darwin.cam.ac.uk/annual-trustees-report-and-accounts. General Policy is determined by the Governing Body and the College Council and is implemented through committees, College Officers, and individual Heads of Departments. College committees, their remit and composition are set out in the College's Statutes and Ordinances found at www.darwin.cam.ac.uk/statutes-and-ordinances. College departments are individually managed by Heads of Department who answer to the Bursar or the Domestic Bursar. Details of key officers and personnel can be found at www.darwin.cam.ac.uk using the menu under the tab entitled 'People'. There is representation of fellows, non-academic staff, and students on College committees.

Policies and Procedures

The College's policies and procedures, and current written protocols for delivering its functions and responsibilities, include the following:

Procedures and policies relating to academic and student services

Policy statements relevant to student members and academic services are found within the Information Booklet to be found at <https://www.darwin.cam.ac.uk/booktree> . The College's Admission Policy can be found at <https://www.darwin.cam.ac.uk/applying/graduate-students> . A statement relating to expected standards of conduct is at www.darwin.cam.ac.uk/info-book/college-conduct

Procedures and policies relating to human resources and recruitment

The College uses standard terms and conditions of employment where possible and has comprehensive policies relevant to staff maintained on an electronic register. These include policies on Equality and Diversity, Probation, Repeated Absence, Data Protection, References, Leave Carry-Over, Staff Meals, Jury Service, and Extra Holiday, copies of which are available free of charge on application to the Bursar at bursar@darwin.cam.ac.uk .

Code of Conduct for members of Governing Body

Policy statements relevant to fellows and trustees are found within the College's statutes and ordinances at www.darwin.cam.ac.uk/statutes-and-ordinances . The College's policy on the management of conflicts of interest is available free of charge on application to the Bursar at bursar@darwin.cam.ac.uk .

Equality and diversity

The College is committed to equal opportunities in its recruitment of Fellows, students and staff. Academic vacancies are advertised on the College's website when they arise.

The College's policy on Equality and Diversity is available free of charge on application to the Bursar at bursar@darwin.cam.ac.uk .

The College does not condone any form of racial, sexual or other discriminatory harassment and treats any such incident as a serious matter, see www.darwin.cam.ac.uk/info-book/discrimination . The College's policy on racial and sexual harassment is at www.darwin.cam.ac.uk/policy/racial-and-sexual-harassment .

Health and Safety

The College's Health and Safety Committee meets regularly and reports to the Governing Body and College Council. Policies relevant to health, safety and welfare may be found in the Information Booklet at www.darwin.cam.ac.uk/info-book/fire-general-safety-security and www.darwin.cam.ac.uk/info-book/healthcare-first-aid-wellbeing

Estate Management

Information that provides specific details of the College's future plans relating to its estate is exempt from disclosure where this would damage the College's commercial interests.

The College's Buildings and Grounds Committee meets regularly and reports to the College Council.

The College's policy on room allocation and waiting list can be found at <https://www.darwin.cam.ac.uk/sites/default/files/Allocation%20%26%20Waiting%20List%20Policy.pdf>

Complaints policy

The College has general guidelines in relation to comments suggestions and complaints from students and a specific policy for complaints about college staff. These are available free of charge on application to the Bursar at bursar@darwin.cam.ac.uk.

Records management and personal data policies

Written records containing personal information are kept securely by the relevant College office. Historic records are retained in the College Archives details of which are available on the University's Janus catalogue at <http://janus.lib.cam.ac.uk/>

The College's webserver privacy policy and its Data Protection Policy are at <https://www.darwin.cam.ac.uk/legal>

Research policy and strategy

The College does not lay claim to the intellectual property of academics, and supports freedom of thought and speech.

Charging regimes and policies

Details details of charges made to students and other members for accommodation and meals can be found in the appropriate sections of the current College Information Booklet to be found at <https://www.darwin.cam.ac.uk/booktree>

Details of the charges made for the provision of information included in this publication scheme may be found in the Introduction to the Publication Scheme.

Lists and Registers

The College is a registered charity under registration number is 1141105. Its registered details and filings can be found on the Charity Commission website at <http://apps.charitycommission.gov.uk/showcharity/registerofcharities/RegisterHomePage.aspx>.

The College is registered as a Data Controller under the Data Protection Act 1998. Its registration number and details may be found on the Information Commissioner's website at www.ico.org.uk.

Some of the property that the College owns is listed with the [Land Registry](#).

The services we offer

Darwin is a community of its members (fellows, students, staff and alumni). Our website has information about the services we provide to our community

Research Fellowships.

Please contact the College Registrar for further information. See also www.darwin.cam.ac.uk/fellows/research and www.darwin.cam.ac.uk/research-fellowships

Graduate students

Information about applying to be a graduate student is at www.darwin.cam.ac.uk/applying/graduate-students

Accommodation and related services

Information about the accommodation that we offer members is at www.darwin.cam.ac.uk/accommodation

The college offers meals to members and use of the college facilities – see www.darwin.cam.ac.uk/booktree

Conferencing and catering for members

We offer conferencing and catering facilities to our members. More information can be given by our accommodation and conferencing manager, see under www.darwin.cam.ac.uk/college-offices

Job Opportunities

Job opportunities are advertised on our website at www.darwin.cam.ac.uk/vacancies

Archives

The college has archives, cataloguing its history and information can be accessed by contacting the College Archivist, archivist@darwin.cam.ac.uk