Freedom of Information Act 2000 Publication Scheme

The following publication scheme is for St Edmund Hall of the University of Oxford.

It follows the standard format required by the Information Commissioner’s Office (ICO) from January 2009. It sets out what information the College publishes or intends to publish, how the information can be accessed and whether or not a charge will be made for it.

The Information Officer is responsible for maintaining the scheme on behalf of the College.

The purpose of the scheme is to give a clear indication of which College publications are routinely accessible, so that the public can be informed as far as reasonably possible of the purpose and nature of college activities, and to assist in developing a greater culture of openness in general.

Through the scheme, the College endeavours to be as transparent as possible about its activities, while at the same time recognising that there are exemptions within the Act.

All material associated with the definitions in the classes contained in the scheme are available either in hard copy, electronically or via the College website.

It is important to us 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 the scheme might be improved. Any questions, comments, or complaints about this scheme should be sent in writing to:

Information Officer: Senior Bursar (Estates & Finance)
College: St Edmund Hall
Address: Queen’s Lane, Oxford OX1 4AR
Email: simon.costa@seh.ox.ac.uk [1]

The College reserves the right to make a charge for printed copies of some documents available on the website to cover administrative costs. Information which falls into the following categories is not published as part of the scheme:

- the College does not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another
1. Who we are and what we do

Organisational information, locations, and contracts, constitutional and legal governance

- Statutes
- By-Laws
- College Officers
- Admissions: St Edmund Hall offers college places to undergraduates and offers college places to postgraduates who are admitted by the University (see the University website for more details). Further information is also available here.
- College Prospectus
- Teaching: St Edmund Hall provides undergraduate teaching; provides a college adviser for graduates, and graduate supervision.
- Research: St Edmund Hall employs staff, provides fellowships for professors and lecturers, and supports research financially.
- Student Services: St Edmund Hall provides full services to undergraduate and postgraduate students, including accommodation, catering, welfare, IT support and bursaries. These are outlined in the College's Grey Book (available via WebLearn for members of College).
- Funding: the College Accounts contain information on income, expenditure and assets.
- Development and alumni

Conferences and other related activities

- Conferences
- Weddings

2. What we spend and how we spend it

Financial information relating to income and expenditure, and assets and liabilities

- College Accounts
- Salaries and Benefits
- Employees' Handbook
- Contracting goods and services
- Annual Fees
- Annual Charges for room rents and meals
- College Contributions

3. What our priorities are and how we are doing
Strategy and performance information, plans, assessments, inspections and reviews

Governing Body

The Governing Body of the College comprises the Principal and most of the Fellows. This body is constituted and regulated in accordance with the College Statutes, the terms of which are enforceable ultimately by the Visitor, the Chancellor of the University of Oxford. The College Statutes are as made from time to time by order of Her Majesty in Council. The Governing Body holds to itself the responsibilities for the ongoing strategic direction of the College, for its administration and for the management of its finances and assets. It meets regularly under the chairmanship of the Principal and is served by a range of committees which include the Academic Committee, Finance Committee (and Investment Sub-Committee) and the Development Committee. There is also a Board of External Advisers.

- Annual Review [17]
- About the University [18]
- Strategic Plan [19]
- University Administration Services [20]
- Conference of Colleges [21]

4. How we make decisions

Decision-making processes and records of decisions

The Governing Body of the College comprises the Principal and most of the Fellows. This body is constituted and regulated in accordance with the College Statutes, the terms of which are enforceable ultimately by the Visitor, the Chancellor of the University of Oxford. The College Statutes are as made from time to time by order of Her Majesty in Council. The Governing Body holds to itself the responsibilities for the ongoing strategic direction of the College, for its administration and for the management of its finances and assets. It meets regularly under the chairmanship of the Principal and is served by a range of committees which include the Academic Committee, Finance Committee (and Investment Sub-Committee) and the Development Committee. There is also a Board of External Advisers.

- Governing Body
- Student Handbooks
- Junior Common Room [22]
- Middle Common Room [23]
- Grey Book
- College Accounts [8]
- Conference of Colleges [21]
- Governance Structure of the University [24]

5. Our policies and procedures
Current written protocols for delivering our functions and responsibilities

Strategic Priorities
The core elements of the College’s future plans are as follows:

- to continue its principal activity, as specified in the Statutes: to provide, promote and engage in education, learning and research;
- to continue those activities which support the public benefit Objects;
- to improve the quality of all provisions made by the College to its students, Fellows and others;
- to conduct development activities in order to secure the long-term future of the College.

Specific plans have been agreed for the separate departments within the College in order to ensure that the College continues to enhance its ability to provide a first-class education.

- College Handbook of Information and Regulations (the Grey Book)
- Student Financial Information [25]
- Access Guide [26]
- Health and Safety Policy Statement [27]
- Guidance on Confidentiality in Student Health and Welfare [28]
- Risk Management Policy [29]
- Data Protection [30]
- Equality Policy [13]
- Codes of Practice on Harassment [31]
- Code of Practice on Freedom of Speech [13]
- Code of Practice on Protection of Children and Vulnerable Adults [32]

Complaints and Appeals ? on academic and other disciplinary matters

- Grey Book
- Staff Handbook [13]
- Conference of Colleges Appeal Tribunal [33]

Computer Use and Communication Policy

- Grey Book
- Staff Handbook [13]

6. Lists and registers

The College holds registers of information required by law and other lists and registers relating to the operations of the College.

7. The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases
Admissions [6]

Prospectus [7]

Grey Book

Activities aimed at widening participation [6]

College Open Days [34]

Student Services [35]

Funding: College Accounts [8] and University Student Funding [36]

Chapel [37]

Sport provision [38]

Information for visitors [39] and alumni [9]

College news [40]

IT [41] and intranet (WebLearn) [42] provision

Library [43]

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Responsibility for the scheme

The Information Officer of the College has overall responsibility for the publication scheme.

The person responsible for maintaining and managing the scheme is:

Information Officer: Senior Bursar (Estates & Finance)

College: St Edmund Hall

Address: Queen?s Lane, Oxford, OX1 4AR

Email: simon.costa@seh.ox.ac.uk [44]

Other formats

If you would like this scheme, or any of the information it covers, in a more accessible format, please contact the Information Officer to discuss additional ways in which the information may be made available to you.

Copyright
The copyright in this publication scheme and its contents are reserved to St Edmund Hall, Oxford.

**Complaints**

If you have any comments about this scheme or are not satisfied that information is being published in accordance with this scheme, you should contact the Information Officer in the first instance (address above). If you are still dissatisfied please write to the Head of House who will arrange for the matter to be reviewed internally.

Professor Keith Gull  
Principal  
St Edmund Hall  
Queen's Lane  
Oxford  
OX1 4AR

If, after the investigation of your complaint, you are still dissatisfied, you may refer your complaint to the Information Commissioner.

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**Review of the publication scheme**

This guide to the information available and the operation of the scheme will be reviewed annually.

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