Freedom of Information Act 2000 Publication Scheme

The following Publication Scheme is for Exeter College in 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 has overall responsibility for 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:

The Freedom of Information Officer
Exeter College
Turl Street
Oxford OX1
3DP.

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 statute;
- the information is archived, out of date or otherwise inaccessible;
- it would be impractical or resource-intensive to prepare the material for routine release.

1. Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

Statutes and

Bylaws College

Officers **Academic**

Staff College Staff

Admissions – **Undergraduates** and **Graduates**

Teaching and

Research Student

Services Chapel

Development and Alumni

Conferences, Summer Schools and other related activities

2. What we spend and how we spend it

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

Funding – our financial statements can be found on the University website.

3. What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

College Accounts

Annual Review

(University) **About the**

University Strategic Plan

(University)

University Administration Services

Conference of Colleges – *planning and consultations, participation in University Committees and consultations.*

4. How we make decisions

Policy proposals and decisions. Decision-making processes, internal criteria and procedures.

Handbook of Information and Regulations *(Red Book)*

College Accounts

Conference of Colleges **–** *intercollegiate policy decisions, committee structure, Standing Orders, Conference of Colleges Appeal Tribunal*

Governance Structure of the University **–** *representation on University committees by members of Conference of Colleges*

5. Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Handbook of Information and Regulations *(Red Book)*

Student Financial Information

Prospective Students

Fire Safety Policy

Guidance on Confidentiality in Student Health and Welfare

Health and Safety **Policy** and **Organisation**

Risk Management Policy

Policy and Procedures on Data Protection

Equality Policy

Gender Equality Scheme and Action Plan

Race Equality Policy

Disability Equality Policy

Disability Equality

Scheme **Mental Health**

Policy

Code on Harassment

Freedom of Speech Policy

Good Practice Guidelines for College Advisers for Postgraduate

Students **Code of Practice on Protection of Children and Vulnerable**

Adults **Complaints and Appeals**

Student Complaints Procedure

Employee Handbook

Conference of Colleges Appeal Tribunal

Environmental Sustainability Policy

Computer Use and Communication

Policy

6. Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the College: printed copies available on request.

---

7. The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases.

Admissions – Undergraduates and Graduates

Activities aimed at widening participation – *university activities, schools liaison, open days*

Handbook of Information and Regulations – *includes information about student services (Red Book)*

Funding – *information on income, expenditure and assets* (University)

Chapel

Sport provision

Information for visitors and Old Members (alumni) Latest News

IT and intranet provision

Library

Colleges of the University

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:

The Freedom of Information Officer
Exeter College
Turl Street
Oxford OX1 3DP.

Other formats

If you would like this Scheme, or any of the information it covers, in a more accessible format, please contact the Academic Registrar 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 Exeter College.

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 Academic Registrar in the first instance (address above). If you are still dissatisfied, please write to the Rector and Information Officer who will arrange for the matter to be reviewed internally:

The Rector
Exeter College
Turl Street
Oxford OX1 3DP.

If, after 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.