

Newnham College Publication Scheme

This document sets out the Publication Scheme approved by the Information Commissioner, in which the College makes available information on our work. Newnham College was founded in 1871 and was the first women's college in the United Kingdom to become a self-governing academic community. Its Charter of 1917 restated its commitment to education, learning and research.

Each Cambridge College is an independent institution with its own property and income. The Colleges appoint their own staff and are responsible for selecting students, in accordance with University regulations. The teaching of students is shared between the Colleges and University departments.

This Publication Scheme is in the form prepared and approved by the Information Commissioner. The Scheme commits the College to make information available to the public as part of its normal business activities. The information covered is included in the classes of information listed, where this information is held by the College.

The Scheme commits the College:

- Actively to publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the College and falls within the classifications listed.
- To specify the information which is held by the College and falls within the classifications listed.
- Actively to publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the College makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

The scheme is arranged in the following classes:

1. **Who we are and what we do** (page 3)
Organisational information, locations and contacts, constitutional and legal governance.
2. **What we spend and how we spend it** (page 5)
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
3. **What our priorities are and how we are doing** (page 7)
Strategy and performance information, plans, assessments, inspections and reviews.
4. **How we make decisions** (page 8)
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
5. **Our policies and procedures** (page 9)
Current written protocols for delivering our functions and responsibilities.
6. **Lists and registers** (page 11)
Information held in registers required by law and other lists and registers relating to the functions of the authority.

7. **The services we offer** (page 12)

Advice and guidance. A description of the services offered.

The classes of information will 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.

1. Who we are and what we do

Organisational information, structures, locations and contacts.

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 College, which individual member of staff or group within the organisation is 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 interests of the institution or that may threaten the health and safety of specific individuals.

Legal framework

The College's legal framework is governed by its Charter and Statutes, and the Ordinances of the Governing Body and of the Council, which are available on the website.

How the institution is organised

The College is administered by the Principal and the College Council which is responsible for the management of the College including the administration of all the College's property and income. The College Council normally meets three times each Term and additionally as required.

The Governing Body is concerned with the long term strategic vision of the College, its good government, the promotion of the College's interests, and the maintenance and improvement of the discipline and studies of the students. The Governing Body normally meets five times a year.

Rules relating to elections to the College Council and to meetings of the Council and of the Governing Body may be found in the Statutes, in the Ordinances of the Governing Body and in the Ordinances of the Council.

Various Standing Committees report either to the Council or to the Governing Body. Terms of Reference for such Committees can be found in the Ordinances of either the Council or the Governing Body.

The principal officers of the College include the Principal, the Vice-Principal, the Senior Tutor, the Bursar and the Domestic Bursar.

The educational work of the College is performed by the Directors of Studies, College Lecturers and Supervisors.

Assistant Tutors look after the welfare of the students.

The responsibility for teaching Postgraduate students lies with the relevant faculties or departments. In case of difficulty, advice may be given by the Postgraduate Tutor or Assistant Tutors.

Location and contact details

The College is situated on a 17-acre site at: Newnham College, Sidgwick Avenue, Cambridge CB3 9DF

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

The College wholly owns the following registered companies:

- **Newnham College Ltd.** This is a wholly-owned subsidiary of Newnham College, Cambridge.
- **Newnham College Management Company Ltd.** This is a wholly-owned subsidiary of Newnham College, Cambridge.

Student activities

The principal student associations in the College are the Junior Combination Room (JCR) (comprising undergraduate students) and the Middle Combination Room (MCR) (comprising postgraduate students).

The College's code of practice under section 22 of the Education Act 1994 (Student Union Reform) has been incorporated within the two Constitutions.

2. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Information that may damage the institution's commercial interests will be excluded from publication.

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

Applications for further information should be made to the Bursar, Newnham College, Cambridge CB3 9DF or by e-mail to bursar@newn.cam.ac.uk.

Funding / income

The income of the College derives from College fees, rents and charges to senior and junior members, conference receipts, the College's investment portfolio and other property, donations, legacies, and Gift Aid receipts from its wholly owned companies.

The income and expenditure of the College is described in further detail in the **College Accounts**, available on the website.

The College's investment policy is kept under review by the College Council and is approved annually on the advice of the Investments Committee and its Investment Managers. The College has adopted an ESG Investment Statement, which is available on the website.

The College has adopted a total return policy in relation to the College's investment in securities.

Budgetary and account information

The **College Accounts (Consolidated Financial Statements)** are available on the website.

The College Council sets its budgets in the Easter Term for the following academic year. The budgets are monitored through its Management Accounts and reviewed in the Lent Term against predicted outcomes.

Financial audit reports

Copies of the independent auditors' annual reports to the Governing Body of the College are included in the **College Accounts**, available on the website.

Capital programme

Capital programmes are developed as the needs arise and as funds allow. Such plans are developed by the College Council on the advice of the Bursar, the Finance Committee, and such external advisors as seem appropriate and following wider internal consultation.

Financial regulations and procedures

The Bursar is responsible to the College Council for financial and investment matters. The College Council is advised by the Finance Committee. The College Statutes and Ordinances govern certain financial procedures.

Staff pay and grading structures

The College's salaries are determined by the Council. The salaries are normally equated to points on the University Single Salary Spine but the College does not use the University Scales and Gradings.

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 tender procedures and reports

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

Contracts

The College does not publish details of its commercial contracts.

Research funding

For information about the Research Fellowship Committee, the Senior Members' Research Support Committee and the Graduate Awards and Research Support Committee, see the [Ordinances of the Council](#), available on the website.

The College funds Research Fellowships in Humanities and Social Sciences and in Science, Mathematics or Engineering.

The College funds a travelling Research Fellowship (The Phyllis and Eileen Gibbs Travelling Research Fellowship).

The College supports a number of research studentships.

3. What our priorities are and how we are doing

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

Annual Report

The Annual Review of the College is published in its annual **Accounts**.

The College's annual publication for alumnae (*The Roll Letter*) is available for purchase on application to the Registrar of the Roll at roll@newn.cam.ac.uk.

Corporate and business plans

The College Council formulates its corporate and business plans as needs arise and funds allow.

Applications for further information should be made to the Bursar, Newnham College, Cambridge CB3 9DF or by e-mail to bursar@newnham.cam.ac.uk.

Teaching and learning strategy

Information is available on the College and University websites.

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 Postgraduate Committee of the University (for postgraduate students).

The following College procedures are available in **Student Procedures and Guidance**, available on the **website**:

- Procedures for solving problems (including complaints from students)
- Procedure to be followed in case of examination failure
- Procedure to be followed in case of serious disciplinary offence

4. How we make decisions

Decision making processes and records of decisions

Minutes from the Governing Body, Council and committee meetings

College Committees report either to the Council or to the Governing Body.

Involvement of staff and students

Junior members are full members of many of the College's committees. Members of staff attend or are full members of relevant committees.

Appointment committees and procedures

Advertisements for employment within the College, and the relevant appointment procedures may be found on the website.

5. Our policies and procedures

Organisational information, structures, locations and contacts.

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Rules relating to elections to the College Council and to meetings of the Council and of the Governing Body may be found in the **Statutes**, in the **Ordinances of the Governing Body** and in the **Ordinances of the Council**.

Three Standing Committees report to the Governing Body. The Council appoints to a number of Standing Committees and occasional ad hoc committees.

- Terms of Reference for Governing Body Committees can be found in the **Ordinances of the Governing Body**
- Terms of Reference for Council Committees can be found in the **Ordinances of the Council**

The principal officers of the College include the Principal, the Vice-Principal, the Senior Tutor, the Bursar and the Domestic Bursar.

The educational work of the College is performed by the **Directors of Studies**, **College Lecturers** and **Supervisors**.

Assistant Tutors look after the welfare of the students.

The responsibility for teaching Postgraduate students lies with the relevant faculties or departments. In case of difficulty, advice may be given by the Postgraduate Tutor or Assistant Tutors.

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6. Lists and registers

Any information we are currently legally required to hold in publicly available registers

There is none.

Asset registers

The College owns a small amount of property in addition to its operational land and buildings.

Applications for further information should be made to the Bursar, Newnham College, Cambridge, CB3 9DF, or by e-mail to bursar@newn.cam.ac.uk

Disclosure logs

The College does not maintain a disclosure log.

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

Applications for information contained in the College's register of interest should be made to the Bursar, Newnham College, Cambridge CB3 9DF or by e-mail to bursar@newn.cam.ac.uk.

7. The services we offer

Admissions information

Admissions information is available on the College and University websites.

Services for outside bodies

The College does not normally provide services for outside bodies.

Undergraduate courses

Course information is available on the University website.

Welfare and counselling

Information concerning welfare and counselling services for students may be found on the College and University websites.

Health including medical services

Information concerning the College Nurse and health services available to students is available on the College website.

Careers

Careers advice is available to members of the College at the University Careers Service.

Chaplaincy services

Newnham College is a non-denominational institution which welcomes all faiths. Chaplaincy services are provided by the Dean of Chapel and Chaplain at Selwyn College, Cambridge.

Services for which the College is entitled to recover a fee together with those fees

College fees and charges for undergraduates and for postgraduates are shown on the College website.

Sports and recreational facilities

Information is available on the College website.

Library, archives and special collections

Information about the College's libraries and archives (including the Skilliter Centre for Ottoman Studies) is available on the website.

Conference facilities

Information about the College's catering and conference facilities are available on the website.

Advice and guidance

Information about the following Student Procedures and Guidance are available on the website:

- Conditions for Membership of the College
- Academic Work: what to expect and what you must do
- Avoiding Plagiarism: advice for students
- Procedure to be followed in case of serious disciplinary offence
- Appropriate relationships between Senior Members and Students in the College setting
- Worried about failure?
- Examination failure procedure (What happens if I fail?)
- Procedure for solving problems (complaints from students)
- Guidance to students applying to the University for permission to intermit
- Request to change Tripos
- Admissions Events – Code of Practice for Student Helpers
- Fitness to Study Notice and Procedure
- Dignity@Study
- Sexual Harrassment and Assault

Media

Current news items may be found on the College website and on our social media feeds:

- Facebook
- LinkedIn
- YouTube
- Instagram