

## **Pembroke College Oxford**

### **Freedom of Information Act 2000 Publication Scheme**

The following publication scheme is for Pembroke College 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 is available either in hard copy or via the College website. The College reserves the right to make a charge for printed copies of some website documents to cover administrative costs.

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:

**Bursar and Information Officer**  
**Pembroke College Oxford, OX1 1DW**

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- the information is archived, out of date or otherwise inaccessible;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.

The Information Officer of the College has overall responsibility for the publication scheme. The person responsible for maintaining and managing the scheme is:

**Head of Communications**  
**Pembroke College Oxford**  
**OX1 1DW**

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.

The copyright in this publication scheme and its contents is reserved to Pembroke College.

Information	Published online?	Hard copy available ?
<b>SECTION 1 – Who we are and what we do</b> <b><i>Organisational information, locations, and contacts, constitutional and legal governance.</i></b>		
1.01 Statutes	<a href="http://www.pmb.ox.ac.uk/about/statutes">http://www.pmb.ox.ac.uk/about/statutes</a>	Yes
1.02 College Regulations and Codes	<a href="http://www.pmb.ox.ac.uk/sites/default/files/college_regs_as_at_28_july_2016.pdf">http://www.pmb.ox.ac.uk/sites/default/files/college_regs_as_at_28_july_2016.pdf</a>	Yes
1.03 Governance Statement – to summarise core purpose, role of Fellows and Officers, etc.	Available on request	
1.04 College Fellows and Officers	See introduction to College Financial Statements (3.02 below)	Yes
1.05 Committee Structure and Membership	See introduction to College Financial Statements (3.02 below)	Yes
1.06 Academic Staff	<a href="http://www.pmb.ox.ac.uk/academics">http://www.pmb.ox.ac.uk/academics</a>	No
1.07 College Location	<a href="http://www.pmb.ox.ac.uk/contact-us/getting-pembroke">http://www.pmb.ox.ac.uk/contact-us/getting-pembroke</a>	No
1.08 Key contacts: support staff	<a href="http://www.pmb.ox.ac.uk/contact-us">http://www.pmb.ox.ac.uk/contact-us</a>	No
1.09 Organisational chart: support staff	See content in 5.04 below	
1.10 Student Activities and Societies	<a href="http://www.pmb.ox.ac.uk/students/clubs-and-societies">http://www.pmb.ox.ac.uk/students/clubs-and-societies</a>	No
1.11 Research by our Academics	<a href="http://www.pmb.ox.ac.uk/node/2421">http://www.pmb.ox.ac.uk/node/2421</a>	No
1.12 Alumni Relations and Fundraising	<a href="http://www.pmb.ox.ac.uk/node/1920">http://www.pmb.ox.ac.uk/node/1920</a>	No
<b>SECTION 2 – What we spend and how we spend it</b> <b><i>Financial information relating to income and expenditure, and assets and liabilities, for three financial years.</i></b>		
2.01 College Accounts	Information for year ending 31 July 2016: <a href="http://www.pmb.ox.ac.uk/sites/default/files/pembroke_college_2016_accounts.pdf">http://www.pmb.ox.ac.uk/sites/default/files/pembroke_college_2016_accounts.pdf</a> Information for year ending 31 July 2015: <a href="http://www.pmb.ox.ac.uk/sites/default/files/library/pembroke_college_financial_statements_for_web_site.pdf">http://www.pmb.ox.ac.uk/sites/default/files/library/pembroke_college_financial_statements_for_web_site.pdf</a> Information for year ending 31 July 2014: <a href="http://www.pmb.ox.ac.uk/sites/default/files/library/Documents/General/pembroke_college_financial_statements_2014.pdf">http://www.pmb.ox.ac.uk/sites/default/files/library/Documents/General/pembroke_college_financial_statements_2014.pdf</a>	Yes
2.02 Salaries and Benefits	Available on request	
2.03 Investment Strategy	Available on request	
2.04 Procurement Policy	Available on request	
2.05 Rents and Domestic Charges	<a href="http://www.pmb.ox.ac.uk/accommodation-undergraduates">http://www.pmb.ox.ac.uk/accommodation-undergraduates</a>	No
2.06 Details of expenditure over £25k, including costs, supplier and transaction information	Available on request	

<b>SECTION 3 – What our priorities are and how we are doing</b> <b><i>Strategies and plans, performance indicators, audits, inspections and reviews, for current plus previous three years.</i></b>		
3.01 Strategic Plan	Forthcoming, from GB discussions to take place during 2016-17	No
3.02 College Accounts	See 2.01 above	Yes
3.03 Plans for major capital expenditure	Any relevant info will be included in Annual Report and Financial Statements (see 2.01 above)	No
3.04 The Pembroke Record	<a href="http://www.pmb.ox.ac.uk/alumni/publications-and-social-media">http://www.pmb.ox.ac.uk/alumni/publications-and-social-media</a>	Yes
3.05 Equality Information (incl impact)	Available on request	
3.06 Equality Plan, including Goal(s)	Available on request	
<b>SECTION 4 – How we make decisions</b> <b><i>Decision making processes and records of decisions, for current plus three previous years.</i></b>		
4.01 Agenda and minutes from Open Session meetings of Governing Body	Forthcoming for 2015-16 academic year	Yes
4.02 Appointment committees and procedures	<a href="http://www.admin.ox.ac.uk/personnel/">http://www.admin.ox.ac.uk/personnel/</a>	No
4.03 Conference of Colleges information	<a href="https://weblearn.ox.ac.uk/portal/hierarchy/colleges/confcoll/">https://weblearn.ox.ac.uk/portal/hierarchy/colleges/confcoll/</a>	No
<b>SECTION 5 – Our policies and procedures</b> <b><i>Current written protocols, policies and procedures for delivering our services and responsibilities.</i></b>		
5.01 College Regulations – NB these include Code of Conduct relating to Sexual Harassment, Confidentiality and Data Protection Policies, Code on Substance Abuse, and Code on Freedom of Speech	<a href="http://www.pmb.ox.ac.uk/sites/default/files/library/college_regs_as_at_28_july_2016.pdf">http://www.pmb.ox.ac.uk/sites/default/files/library/college_regs_as_at_28_july_2016.pdf</a>	Yes
5.02 Equality Policy	<a href="http://www.pmb.ox.ac.uk/sites/default/files/library/Documents/Students/Equality_Policy.pdf">http://www.pmb.ox.ac.uk/sites/default/files/library/Documents/Students/Equality_Policy.pdf</a>	Yes
5.03 Student Handbook	<a href="http://www.pmb.ox.ac.uk/sites/default/files/student_handbook_2016_updated_oct_2016.pdf">http://www.pmb.ox.ac.uk/sites/default/files/student_handbook_2016_updated_oct_2016.pdf</a>	Yes
5.04 Employee Handbook for non-academic staff, including HR policies	<a href="http://www.pmb.ox.ac.uk/sites/default/files/employee_handbook_v7_27.09.2016.pdf">http://www.pmb.ox.ac.uk/sites/default/files/employee_handbook_v7_27.09.2016.pdf</a>	
5.05 Academic Staff Handbook	<a href="http://www.pmb.ox.ac.uk/sites/default/files/academic_staff_handbook_16-17.pdf">http://www.pmb.ox.ac.uk/sites/default/files/academic_staff_handbook_16-17.pdf</a>	
5.06 Policy for the Review of Proposed Donations	<a href="http://www.pmb.ox.ac.uk/sites/default/files/library/Documents/General/college_policy_for_the_review_of_proposed_donations_feb2012.pdf">http://www.pmb.ox.ac.uk/sites/default/files/library/Documents/General/college_policy_for_the_review_of_proposed_donations_feb2012.pdf</a>	Yes
5.07 Rules for IT Network Access	<a href="http://www.pmb.ox.ac.uk/sites/default/files/library/Documents/Students/College_Network_Rules.pdf">http://www.pmb.ox.ac.uk/sites/default/files/library/Documents/Students/College_Network_Rules.pdf</a>	Yes
5.08 Social Media Policy and Guidelines	<a href="http://www.pmb.ox.ac.uk/sites/default/files/library/Documents/General/mt15_social_media_strategy_and_guidelines.pdf">http://www.pmb.ox.ac.uk/sites/default/files/library/Documents/General/mt15_social_media_strategy_and_guidelines.pdf</a>	Yes
5.09 Policy on the safeguarding of children and other vulnerable groups	<a href="http://www.pmb.ox.ac.uk/sites/default/files/library/Documents/General/safeguarding_policy_2015.pdf">http://www.pmb.ox.ac.uk/sites/default/files/library/Documents/General/safeguarding_policy_2015.pdf</a>	Yes
5.10 Recruitment and vacancies	<a href="http://www.pmb.ox.ac.uk/discover-pembroke/vacancies">http://www.pmb.ox.ac.uk/discover-pembroke/vacancies</a>	No

5.11 Health and Safety policy and procedures	<a href="http://www.pmb.ox.ac.uk/sites/default/files/library/Documents/General/health_safety_policy_arrangements_-_pembroke_college_-_amended_2013-14.pdf">http://www.pmb.ox.ac.uk/sites/default/files/library/Documents/General/health_safety_policy_arrangements_-_pembroke_college_-_amended_2013-14.pdf</a>	Yes
5.12 Food hygiene policies	Available on request	
5.13 Complaints policy	See College regulations (5.01 above) and employee handbook (5.04 above)	No
5.14 Records management and data protection policy	<a href="http://www.pmb.ox.ac.uk/sites/default/files/library/Documents/General/pembroke_college_data_protection_policy_v1.13.pdf">http://www.pmb.ox.ac.uk/sites/default/files/library/Documents/General/pembroke_college_data_protection_policy_v1.13.pdf</a>	Yes
5.15 Research policy and strategy, including publicly funded research outputs and data	<a href="http://www.admin.ox.ac.uk/researchsupport/">http://www.admin.ox.ac.uk/researchsupport/</a>	No
5.16 Risk management policy	Available on request	
5.17 FOIA Publication Scheme	This document	Yes
5.18 Environmental Policy	<a href="http://www.pmb.ox.ac.uk/sites/default/files/library/Documents/General/environmental_sustainability_policy_2.pdf">http://www.pmb.ox.ac.uk/sites/default/files/library/Documents/General/environmental_sustainability_policy_2.pdf</a>	Yes
5.19 SALTO Door Access Policy	<a href="http://www.pmb.ox.ac.uk/sites/default/files/library/Documents/General/salto_policy_and_procedures_vweb.pdf">http://www.pmb.ox.ac.uk/sites/default/files/library/Documents/General/salto_policy_and_procedures_vweb.pdf</a>	Yes
5.20 Allergen Policy	<a href="http://www.pmb.ox.ac.uk/sites/default/files/library/Documents/General/pembroke_college_allergen_policy.pdf">http://www.pmb.ox.ac.uk/sites/default/files/library/Documents/General/pembroke_college_allergen_policy.pdf</a>	Yes
5.21 Conflict of Interest Policy	<a href="http://www.pmb.ox.ac.uk/sites/default/files/library/conflict_of_interest_policy_2015.pdf">http://www.pmb.ox.ac.uk/sites/default/files/library/conflict_of_interest_policy_2015.pdf</a>	Yes
5.22 Counter-Terrorism and Security Act (HEFCE) Policy Statement	<a href="http://www.pmb.ox.ac.uk/sites/default/files/counter_terrorism_and_security_act_hefce_policy_statement_and_summary.pdf">http://www.pmb.ox.ac.uk/sites/default/files/counter_terrorism_and_security_act_hefce_policy_statement_and_summary.pdf</a>	Yes
<b>SECTION 6 – Lists and Registers</b> <i>Information held in registers required by law and other lists and registers relating to the functions of the authority.</i>		
6.01 CCTV Policy and Standards – includes subject access request form as appendix	<a href="http://www.pmb.ox.ac.uk/sites/default/files/library/Documents/General/pembroke_college_cctv_policy_and_standards_v2_jan_2015.pdf">http://www.pmb.ox.ac.uk/sites/default/files/library/Documents/General/pembroke_college_cctv_policy_and_standards_v2_jan_2015.pdf</a>	Yes
6.02 Registers of water and electrical testing/inspection	Available on request	
6.03 Register of gifts and hospitality provided to senior staff	Available on request	
6.04 Senior staff declaration of interests register	Available on request	
<b>SECTION 7 – The services we offer</b> <i>Advice and guidance, booklets and leaflets, transactions and media releases.</i>		
7.01 Access and Outreach Activities	<a href="http://www.pmb.ox.ac.uk/content/access-outreach">http://www.pmb.ox.ac.uk/content/access-outreach</a>	Yes
7.02 Undergraduate Admissions	<a href="http://www.pmb.ox.ac.uk/students/undergraduate-students">http://www.pmb.ox.ac.uk/students/undergraduate-students</a>	No
7.03 Undergraduate Prospectus	<a href="http://www.pmb.ox.ac.uk/sites/default/files/library/Documents/Students/pembroke-prospectus.pdf">http://www.pmb.ox.ac.uk/sites/default/files/library/Documents/Students/pembroke-prospectus.pdf</a>	Yes
7.04 Graduate Admissions	<a href="http://www.pmb.ox.ac.uk/students/graduate-">http://www.pmb.ox.ac.uk/students/graduate-</a>	No

	<a href="#">students</a>	
7.05 Visiting Student Admissions	<a href="http://www.pmb.ox.ac.uk/students/visiting-students">http://www.pmb.ox.ac.uk/students/visiting-students</a>	Yes
7.06 Scholarships, Bursaries and Special Awards	<a href="http://www.pmb.ox.ac.uk/finance">http://www.pmb.ox.ac.uk/finance</a>	No
7.07 Welfare provision	<a href="http://www.pmb.ox.ac.uk/welfare">http://www.pmb.ox.ac.uk/welfare</a>	No
7.08 The McGowin Library and College Archives	<a href="http://www.pmb.ox.ac.uk/content/mcgowin-library">http://www.pmb.ox.ac.uk/content/mcgowin-library</a>	No
7.09 Special Collections Manuscripts online	<a href="http://digital-collections.pmb.ox.ac.uk/">http://digital-collections.pmb.ox.ac.uk/</a>	No
7.10 The Damon Wells Chapel	<a href="http://www.pmb.ox.ac.uk/about/chapel">http://www.pmb.ox.ac.uk/about/chapel</a>	No
7.11 Latest news	<a href="http://www.pmb.ox.ac.uk/news-events">http://www.pmb.ox.ac.uk/news-events</a>	No
7.12 Information for visitors, including those with mobility difficulties	<a href="http://www.pmb.ox.ac.uk/contact-us/getting-pembroke">http://www.pmb.ox.ac.uk/contact-us/getting-pembroke</a>	No
7.13 Conference and Events facilities	<a href="http://www.pmb.ox.ac.uk/node/1750">http://www.pmb.ox.ac.uk/node/1750</a>	No

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: The Master, Pembroke College Oxford, OX1 1DW.

If, after the investigation of your complaint, you are still dissatisfied you may refer your complaint to the Information Commissioner at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

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