



**ST PETER'S
COLLEGE**
UNIVERSITY OF OXFORD

FREEDOM OF INFORMATION ACT 2000 PUBLICATION SCHEME

The attached publication scheme is for ST PETER'S COLLEGE of the University of Oxford. It follows a common pattern adopted by a number of Oxford Colleges, and is written in compliance with the FOIA 2000.

The Head of House is responsible for maintaining the scheme on behalf of the College, and the scheme may be reviewed from time to time. 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 is reasonably possible of the purpose and nature of College activities, and to assist in developing a greater culture of openness in general. Through this scheme the College endeavours to be as transparent as possible about its activities while at the same time recognising that sensitive material such as that relating to individuals or which involves confidential commercial considerations cannot be made publicly available.

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, and are offered free of charge at the present time. Contact details and the website address are given below.

Contact details

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CLASS OF INFORMATION	TYPE/NAME OF DOCUMENT	FORMAT FOR PUBLICATION
LEGAL FRAMEWORK	Statutes	Website and hard copy
	By-Laws	Hard copy
STATEMENTS OF POLICY AND PURPOSE	Policy and Purpose are defined in the Statutes (see above)	-----
	Information on admissions, including subjects and courses available	Website, supplemented by hard copy for some subjects
LEGAL OBLIGATIONS	Health and Safety Policy	Hard copy (including Staff Handbook) HSE Health and Safety Law poster displayed on College notice boards
	Risk Management Policy	Hard copy
	Data Protection Policy	Website and hard copy
	Equal Opportunities Policy (including race relations and disabilities)	Website and hard copy (including Staff Handbook)
	Code of Practice on Harassment	Website link to University pages containing Code of Practice, to which St Peter's adheres; also included in Staff Handbook
	Code of Practice on Freedom of Speech: contained in Proctors' and Assessor's Memorandum	Website link to University pages; Memorandum distributed as hard copy to all students and academic staff
	Guidelines for academic discipline procedures for junior members. Details of undergraduate feedback and teaching reports procedures. Visitor represents formal channel of appeal for academic matters (as provided for in Statutes)	Website and hard copy
RULES AND REGULATIONS	College Regulations	Website and hard copy
	Bursarial Regulations (contain information about accommodation (including room allocation policy and rules relating to tenure and use of rooms), security (including key arrangements and insurance cover) and use of College facilities)	Hard copy
FINANCIAL INFORMATION	Student fees and charges, including room rents and meals	Hard copy
	College Accounts	Hard copy
	Pensions	Hard copy

	Policy defined in Statutes and Staff Handbook Details available in College Accounts	
PERSONNEL	Staff Welfare and Discipline procedures Statutes and Staff Handbook	Hard copy
FUNDRAISING, DEVELOPMENT AND ALUMNI		Website and hard copy (College Record distributed to all old members who have provided contact details)
INTERCOLLEGIATE RELATIONS (Conference of Colleges)		Conference of Colleges website

Freedom of Information Act s.19(3)

Proposed reply to Approval Questionnaire:

1. Consultation with the Conference of Colleges Legal Panel, and the other colleges of the Conference. Internal consultation within St Peter's College, which produced a broad convergence of opinion.
2. Much of the information about decisions, and the decision-making processes in St Peter's College is available in hard copy or electronic format, e.g. the College Statutes, the Undergraduate Prospectus, details of disciplinary procedures. St Peter's College is currently in the process of expanding the range of material available on the College website, as indicated in the attached table; documents on the website will in future be amended as necessary to take account of decisions that are relevant to them. Certain decisions are recorded only in Governing Body minutes, which cannot be included in the publication scheme because: (i) they name individuals in a confidential context; (ii) they include information of a sensitive commercial nature.
3. Yes. The College considers that the public is most interested in the courses available at the College, fees and charges, and the facilities provided. This information will normally be available on the College website, supplemented by hard copy as appropriate.
4. Yes. Suitable additions have been or will be shortly made to the information that was already available on the website. These include the College Statutes, health and safety information, details of fees and charges, and bursarial regulations. The matter will be kept under ongoing review.
5. No.
6. As far as possible, publications will be made available as hard copy, electronically or via the College website. Consideration has been given to use of various electronic formats with a view to ensuring maximum accessibility to the groups mentioned.