



Freedom of Information Act 2000 Publication Scheme

Freedom of information publication scheme for Lincoln College, Oxford

LINCOLN COLLEGE OXFORD

The following publication scheme is for Lincoln 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 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: The Bursar
Lincoln College
Oxford
OX1 3DR

The College reserves the right to make a charge for printed copies of some documents 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- the information is archived, out of date or otherwise inaccessible;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.

Where documents are linked to, the information is available from this website directly. All other materials mentioned are available in hard copy from the Information Officer.

1. Who we are and what we do (Organisational information, locations, and contacts, constitutional and legal governance)

* College statutes - available in hard copy by application to the Information Officer

* College by-laws - available in hard copy by application to the Information Officer

* College academic staff - available in hard copy by application to the Information Officer; or in the Who's Who in College pages in the Student Handbook section of the College website

* College officers - available in hard copy by application to the Information Officer; or in the Who's Who in College pages in the Student Handbook section of the College website

* Students at the College: admissions - undergraduate and graduate prospectuses available in hard copy by application to the College Office; or in the relevant Admissions sections of the College website

* Students at the College: facilities, provision of services, etc. - information is available in hard copy in the Student Handbook, on application to the Information Officer; or in the Student Handbook section of the College website

* Alumni of the College: activities, events and provision of services - available in the Alumni and Development section of the College website

* Development activities - information is available in the Alumni and Development section of the College website

2. What we spend and how we spend it (Financial information relating to income and expenditure, and assets and liabilities)

* College accounts - available in the Financial Statements of the Oxford Colleges section of the Oxford University website

* Salaries and Benefits- available in the Finance Division: Salaries and Benefits section of the Oxford University website

* Staff Handbook - available in hard copy by application to the Information Officer

* College fees - available in hard copy by application to the Information Officer

* College charges (accommodation, catering, etc..) - available in hard copy by application to the Information Officer; or in the Charges (Appendix A) section of the Student Handbook on the College website

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

* Strategic plan- available in hard copy by application to the Information Officer

* Minutes of Governing Body meetings - Minutes of the Unreserved Business of Governing Body are available on application to the Information Officer

* Annual review- see Report of the Governing Body in the introduction to the College's accounts, available in the Financial Statements of the Oxford Colleges section of the Oxford University website

4. How we make decisions (Decision making processes and records of decisions)

* Minutes of Governing Body meetings - Minutes of the Unreserved Business of Governing Body are available on application to the Information Officer

* College by-laws - available in hard copy by application to the Information Officer

* College accounts - available in the Financial Statements of the Oxford Colleges section of the Oxford University website

* Conference of Colleges (intercollegiate policy decisions, committee structure, Standing Orders, Conference of Colleges Appeal Tribunal) - available at the Conference of Colleges' website

5. Our policies and procedures

* Students at the College: policies, procedures, etc. - information is available in hard copy in the Student Handbook, on application to the Information Officer; or in the Student Handbook section of the College website

* Staff at the College: policies, procedures, etc. - information is available in hard copy in the Staff Handbook, on application to the Information Officer

* Equal Opportunities Policy - available in the College Policy Documentation section of the About Lincoln section of the College website

* Race Equality Policy and Action Plan - available in the College Policy Documentation section of the About Lincoln section of the College website

* Gender Equality Statement and Gender Equality Scheme - available in the College Policy Documentation section of the About Lincoln section of the College website

* Disability Statement, Disability Equality Scheme, Disability Equality Action Plan and Access Management Plan - available in the College Policy Documentation section of the About Lincoln section of the College website

* Statement on Age Discrimination and Code of Practice on Children and Vulnerable Adults - available in the College Policy Documentation section of the About Lincoln section of the College website

* Statement on Religion and Belief- available in the College Policy Documentation section of the About Lincoln section of the College website

* Statement on Sexual Orientation- available in the College Policy Documentation section of the About Lincoln section of the College website

* Policy on Harassment including Sexual Harassment and Bullying- available in the College Policy Documentation section of the About Lincoln section of the College website

* Code of Practice on Freedom of Speech- available in the College Policy Documentation section of the About Lincoln section of the College website

- * Data Protection Policy and Code of Practice- available in the College Policy Documentation section of the About Lincoln section of the College website
- * Freedom of Information Policy- available in the College Policy Documentation section of the About Lincoln section of the College website
- * Computer Usage Policy and Code of Practice- available in the College Policy Documentation section of the About Lincoln section of the College website
- * Health & Safety policy- available in the College Policy Documentation section of the About Lincoln section of the College website
- * Procedure for Junior Members General Complaints and Appeals- available in the College Policy Documentation section of the About Lincoln section of the College website
- * Guidelines on Confidentiality in Student Health and Welfare - available in the College Policy Documentation section of the About Lincoln section of the College website

6. Lists and registers (The College holds information in certain lists and registers in accordance with policies and procedures)

- * List of College accommodation - available in hard copy on application to the Information Officer
- * Records of testing of electrical facilities and appliances, mechanical equipment and water services - available in hard copy on application to the Information Officer

7. The services we offer (Advice and guidance, booklets and leaflets, transactions and media releases)

- * Students at the College: admissions - undergraduate and graduate prospectuses available in hard copy by application to the College Office; or in the relevant Admissions sections of the College website

* *Students at the College: facilities, provision of services, policies and procedures, etc.* - information is available in hard copy in the Student Handbook, on application to the Information Officer; or in the Student Handbook section of the College website

* *Students at the College: welfare* - available in the Current Students section of the College website

* *Students at the College: financial advice and support* - available in the Current Students section of the College website

* *Students at the College: prizes for academic work* - available in the Current Students section of the College website

* *Students at the College: sports facilities* - available in the Current Students section of the College website

* *Students at the College: library facilities* - available in the Current Students section of the College website

* *Students at the College: food and catering* - available in the Current Students section of the College website

* *Students at the College: IT provision* - available in the Current Students section of the College website

* *Students at the College: College chapel* - available in the Current Students section of the College website

* *Students at the College: clubs and societies* - available in the Current Students section of the College website

* *Open days* - available in the Open Days section on the Home page of the College website

* *Activities aimed at widening access and participation* - information on the Lincolnshire Access Initiative is available on the College website

* *Conferences and summer schools* - available in the Conferencing and Events section of the College website

* Weddings - available in the Alumni and Development section of the College website

Responsibility for the scheme

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

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 is reserved to Lincoln 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 Information Officer in the first instance:

The Bursar, Lincoln College, Turl Street, Oxford, OX1 3DR

If you are still dissatisfied please write to the Rector of the College

The Rector, Lincoln College, Turl Street, Oxford, OX1 3DR

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.