



## TRINITY HALL PUBLICATION SCHEME

Information not included in the scheme may be requested in writing and Trinity Hall (the “College”) will respond in accordance with the Freedom of Information Act. This publication scheme follows the model prepared and approved by the [Information Commissioner](#).

The College's e-mail address for Freedom of Information Act enquiries is [foi@trinhall.cam.ac.uk](mailto:foi@trinhall.cam.ac.uk)

The College makes information available to the public as part of its normal activities. The information covered is included in the classes of information mentioned below, where this information is held by the College.

### **The College intends:**

- to publish or otherwise make available as a matter of routine, information which is held by the authority and falls within the classifications below;
- to specify the information which is held by the College and falls within the classifications below;
- to publish or otherwise make available as a matter of routine, information described in this scheme;
- to publish the methods by which information is routinely made 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 authority makes available under this scheme;
- to produce a schedule of any fees charged for access to information which is made available;
- to make this publication scheme available to the public.

### **Classes of Information**

#### **Who we are and what we do**

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

#### **What we spend and how we spend it**

- Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

#### **What our priorities are and how we are doing**

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

#### **How we make decisions**

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

## **Our policies and procedures**

- Current written protocols for delivering our functions and responsibilities.

## **Lists and registers**

- Information held in registers required by law and other lists and registers relating to the functions of the College.

## **The services we offer**

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

## **The method by which information published under this scheme will be made available**

The College will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the College, information will be provided on its website. Where it is impracticable to make information available on its website or when an individual does not wish to access the information by the website, the College will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the College is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the College for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on the College's website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## **1. Who we are and what we do**

### **1.1 Legal framework**

[Edward III Charter](#)  
[Inspeximus 1559](#)  
[Trinity Hall Statutes](#)  
[Trinity Hall Ordinances](#)

### **1.2 How the institution is organised**

The College is administered by the [Governing Body](#), consisting of the Master and Fellows of the College, in accordance with the [Statutes and Ordinances of the College](#). The principal officers of the College include the [Master, Vice-Master, Bursar, Senior Tutor](#) and [Praelector](#).

The organisational structure of the management of the College and the various College committees is summarised in the College's [Annual Report and Accounts](#).

Details about the teaching aspect of the College's organisation can be found in the [Student Handbook](#).

### **1.3 Location and contact details**

Trinity Hall  
Trinity Lane  
Cambridge  
CB2 1TJ

Phone number: (01223) 332500  
Fax number: (01223) 764460  
Email address: [info@trinhall.cam.ac.uk](mailto:info@trinhall.cam.ac.uk)

[Maps of Cambridge showing the College's location](#) and [plans of the College sites](#) may be found on the website.

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

The College is a [registered charity](#) and its registration number is 1137458.

The College works in partnership with the [University of Cambridge](#) to provide academic services and pastoral support to students of the University.

The College has the following wholly owned registered companies:

- Aula Limited
- Aula (2) Limited
- Aula Hospitality Limited
- Trinity Hall Residences (1) Limited

which are incorporated in the England and Wales, and

- Aula America Inc

which is incorporated in Delaware, USA.

The College is a partner in Aula Property Partnership LLP, a limited liability partnership incorporated in England and Wales.

The College has a self-governing alumni association ([the Trinity Hall Association](#)) whose role is to keep former students in touch with each other and the College. This organisation is an independent entity run by alumni and is not subject to the Freedom of Information Act.

#### **1.5 Student activities**

The primary student organisations are the [JCR](#) (for undergraduate students) and the [MCR](#) (for graduate students). These organisations are independent entities run by students and are not subject to the Freedom of Information Act.

## **2. What we spend and how we spend it**

### **2.1 Funding/income**

The income of the College derives from College fees, charges to senior and junior members, the College's investment portfolio, property holdings, donations, and Gift Aid receipts from its wholly-owned companies as listed in 1.4.

The College's [Annual Report and Accounts](#) for the previous 10 years are available online and include the College's Financial Statements. This document is published annually in

December. Information for earlier years is available on request.

The College's [Alumni & Development Office](#) coordinates fundraising through donations.

## **2.2 Budgetary and account information**

This can be found in the College's [Annual Report and Accounts](#).

## **2.3 Financial audit reports**

The College Audit Report is part of the College Annual Report and Accounts.

## **2.4 Capital programme**

The College's capital programme summary is currently not online. Please email [foi@trinhall.cam.ac.uk](mailto:foi@trinhall.cam.ac.uk) to request relevant information.

## **2.5 Financial regulations and procedures**

The College's financial regulations are currently not online. Please email [foi@trinhall.cam.ac.uk](mailto:foi@trinhall.cam.ac.uk) to obtain a copy. The College's investment procedures may be found in the [Annual Report and Accounts](#).

## **2.6 Staff pay and grading structures**

Multiple pay scales apply to members of the College. Fellows are paid on the [University of Cambridge academic pay scale](#) while Staff are generally paid on the College's own scale (available on request, please email [foi@trinhall.cam.ac.uk](mailto:foi@trinhall.cam.ac.uk) ).

## **2.7 Register of suppliers**

The College does not have a formal register 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.

## **2.8 Procurement and tender procedures and reports**

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

## **2.9 Contracts**

The College does not publish details of its commercial contracts.

## **2.10 Research funding**

The majority of the College's academic staff are supported through the University of Cambridge for research purposes. The College administers a limited number of research grants and also provides research fellowships.

The [Research Fellowships competition](#) is a joint colleges competition shared with [Churchill](#), [Fitzwilliam](#), [Murray Edwards](#), [St Edmund's](#) and [Selwyn](#) colleges.

Details of named awards, prizes and scholarships provided by the College can be found in the [Student Handbook](#) and the [Trinity Hall Review](#).

### **3. What our priorities are and how we are doing**

#### **3.1 Annual report**

The College's [Annual Report and Accounts](#) for the previous 10 years are available online. Please e-mail [foi@trinhall.cam.ac.uk](mailto:foi@trinhall.cam.ac.uk) for information for earlier years.

#### **3.2 Corporate and business plans**

Financial planning and resource allocation are controlled by the Governing Body acting on the advice of the Finance Committee.

#### **3.3 Teaching and learning strategy**

Educational support to students is provided in accordance with University of Cambridge procedures and guidelines, see the [Educational Provision of the Cambridge Colleges](#). Course content is organised by the [University of Cambridge Departments](#), brief details of the subjects that may be studied by Trinity Hall students may be found on the [Prospective Students](#) web pages.

Trinity Hall's admissions and selection procedures are those of the [University of Cambridge](#).

#### **3.4 Academic quality and standards**

The academic assessment of students at the College is conducted through Tripos and other University of Cambridge examinations; for undergraduates - see the [Board of Exams website](#); and for graduate students - see the [Board of Graduate Studies](#) of the University.

The College's [Annual Report and Accounts](#) contains data on student results and achievement, including admissions statistics and examination statistics.

The University of Cambridge academic quality guide [can be reviewed here](#).

#### **3.5 External review information**

External reviews are generally conducted through the University of Cambridge. The most recent University of Cambridge quality assessment report [may be viewed here](#).

#### **3.6 Corporate relations**

There is no direct corporate input into teaching and learning.

#### **3.7 Government and regulatory reports**

See the [University of Cambridge Publication Scheme](#) for returns. Please also see the College's returns to the [Charity Commission](#).

## **4. How we make decisions**

### **4.1 The Governance of the College**

Full details about the governance of the College and how the Governing Body operates are found in the [Annual Report and Accounts](#) in the section on College governance. The Governing Body meets 8 times a year and considers a wide range of matters connected with the running of the College, some of which involve discussion of sensitive information. Information not deemed to be sensitive is contained in the Unreserved Minutes of the Governing Body. These may be obtained by e-mailing [foi@trinhall.cam.ac.uk](mailto:foi@trinhall.cam.ac.uk).

Reports to the Governing Body, minutes of other committees and reserved minutes of the governing body are not available under this scheme but are subject to the Freedom of Information Act and may be released on request if the College is satisfied that no exemption under [The Freedom of Information Act](#) Part II sections 21 - 44 applies. Please see information about [Making a Freedom of Information Request](#).

### **4.2 Consultation of Staff and Students**

Students are represented on the major committees of the College including the Education Policy Committee and Governing Body, and informal non-minuted meetings are held on a regular basis between College officers and JCR/MCR representatives.

The College's Staff Information and Consultation Committee (ICE) provides a forum for staff to offer feedback, make suggestions and give input on the running of the College as it pertains to them. Please see section 4.1 for details about access to minutes.

College procedures for students and staff to make suggestions and complaints are set out in the [Student](#) and [Staff](#) Handbooks respectively.

### **4.3 Appointment committees and procedures**

Please see the [College Statutes and Ordinances](#) for procedures relating to appointment of academic staff.

[Staff vacancies](#) and [academic vacancies](#) are advertised on the College website as they arise.

## **5. Our policies and procedures**

### **5.1 Policies and procedures for conducting College business**

[College Statutes](#)

[College Ordinances](#)

[Annual Report and Accounts](#)

### **5.2 Procedures and policies relating to academic services**

Please see the [Student Handbook](#), particularly the Section One regarding Academic Matters.

### **5.3 Procedures and policies relating to student services**

Please see the [Student Handbook](#) for policies concerning domestic matters, health and safety, College regulations and the student's complaints procedure.

### **5.4 Procedures and policies relating to human resources**

The College's human resources policies and procedures, including terms and conditions of employment, grievance, disciplinary, harassment, bullying public interest disclosure and staff development (such as induction, probation and appraisal) are set out in the [Staff Handbook](#).

### **5.5 Procedures and policies relating to recruitment**

Please see the [College Statutes and Ordinances](#) for procedures relating to appointment of academic staff.

[Staff vacancies](#) and [academic vacancies](#) are advertised on the College website as they arise.

### **5.6 Code of conduct for Governing Body**

The College's code relating to conflicts of interest is available on the [website](#).

### **5.7 Equality and diversity**

The College is committed to equal opportunities in its recruitment of Fellows, students and staff. The College follows the University of Cambridge's which is available from the [University website](#).

The College does not condone any form of racial, sexual or other discriminatory harassment and treats any such incident as a serious matter. Guidelines on reporting and responses to discrimination are available in the [Student](#) and [Staff](#) Handbooks.

### **5.8 Health and safety**

Health, safety and welfare policy and responsibilities may be found in the [Staff](#) and [Student](#) Handbooks.

### **5.9 Estate management**

Details of the Capital Programme are available on request ([foi@trinhall.cam.ac.uk](mailto:foi@trinhall.cam.ac.uk)).

Information about the [architectural history of the College buildings](#) and site may be found on the College website. The oldest buildings on site are listed as Grade 1. Their current value is listed under Fixed Assets in the [Annual Report and Accounts](#). Please also see the note about Depreciation in the Accounting section of this document.

### **5.10 Complaints policy**

The [College Statutes and Ordinances](#) contain details of the disciplinary and grievance procedure applying to academic staff.



The staff complaints policy may be found in the [Staff Handbook](#).

The student complaints policy may be found in the [Student Handbook](#).

Any complaints by members of the public should be made in the first instance to the Bursar.

### **5.11 Records management and personal data policies**

The College is registered as a Data Controller under the Data Protection Act 1998. Its registration number and details may be found on the website of the [Information Commissioner](#). It also has a [Data Protection Policy](#). For information about how to access personal data held by the College please see the notes in [Making a Freedom of Information request](#).

This is the College's Freedom of Information Act publication scheme, further details may be found in the [Introduction](#) to this scheme and [Making a Freedom of Information request](#).

In actively managing its records, the College aims to comply with the [Code of Practice on Records Management](#) in Section 46 of the Freedom of Information Act and to comply with the [Data Protection Principles](#). Records Management policy and the College retention schedule are constantly under review particularly as the College is revising arrangements for management of its electronic records. Please contact [foi@trinhall.cam.ac.uk](mailto:foi@trinhall.cam.ac.uk) for further details about Records Management at Trinity Hall.

### **5.12 Research policy and strategy**

The College is legally-autonomous body; however it exists within the federal structure of the University of Cambridge and follows the University's [research policy](#) and [intellectual property policy](#).

### **5.13 Charging regimes and policies**

Please refer to the [Annual Report and Accounts](#) for details of College income. Specific information for students about the types of fees and charges they may incur is available in the [Prospective Students](#) web pages.

[Charges for conferences, events, dining and accommodation](#) may be found on the Conferences section of the website.

## **6. Lists and registers**

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

The College is a [registered charity](#) and its registration number is 1137458.

The College is registered as a Data Controller under the Data Protection Act 1998. Its

registration number and details may be found on the website of the [Information Commissioner](#).

Some of the property that the College owns is listed with the [Land Registry](#).

## **6.2 Asset registers**

The College has fixed assets and endowment assets the value of which is stated in the [Annual Report and Accounts](#).

## **6.3 Disclosure logs**

The College does not maintain a disclosure log.

## **6.4 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.

Details of the College's anti-bribery and corruption policy can be found in the [Staff Handbook](#).

## **6.5 Register of interests**

Applications for information contained in the College's register of interests should be made to the [Bursar](#).

# **7. The services we offer**

## **7.1 Prospectus**

Information for prospective students can be found on the [Prospective Students](#) section of the website.

## **7.2 Services for outside bodies**

The College exists within the federated structure of the University of Cambridge. Please refer to the [Annual Report and Accounts](#) for up to date details of how this relationship functions.

The College offers facilities for [conferences, events, dining and accommodation](#), which may be booked by outside organisations or individuals.

## **7.3 Course content**

Details of the subjects that may be studied by Trinity Hall students are available through the [Prospective Students](#) web pages.

## **7.4 Welfare and counselling**

Please see the Support section in the [Prospective Students](#) web pages, the health and safety section of the [Student Handbook](#) and the Health, Safety, Welfare and Benefits sections in the [Staff Handbook](#).

### **7.5 Health including medical services**

Please see the health section in information for [Prospective Students](#), the health and safety section of the [Student Handbook](#) and in the health, safety, welfare, sick leave and pay sections of the [Staff Handbook](#).

### **7.6 Careers**

The College does not have a dedicated careers advisor but advice is provided to students on an ad hoc basis by [Tutors](#) and [Directors of Studies](#). Students may also take advantage of the facilities of the [University Careers Service](#).

### **7.7 Chaplaincy services**

The [College Chapel](#) offers spiritual and pastoral support for all members of the College community regardless of their religious beliefs. Current Chapel Services and Events are also published.

### **7.8 Services for which the College is entitled to recover a fee, together with those fees**

The College's main sources of income from services are academic fees and charges and income from residences, catering and conferences. See the [Annual Report and Accounts](#).

Up to date information about [catering services](#) for students is available on the College website.

The [Prospective Students](#) web pages provide details about fees for students.

The College charges fees for conference and accommodation facilities which vary according to customer requirements. Details of both are available on the [Conferences web pages](#). It also derives income from charges for catering and residences to senior and junior members and alumni.

### **7.9 Museums, libraries, special collections and archives**

[The Jerwood Library](#)

[The Old Library](#)

[The College Archive](#)

There is no museum at Trinity Hall but some artefacts relating to the College's history are held in the College Archive.

### **7.10 Conference facilities**

The College's [Conferences web pages](#) contain information about arranging conferences and the facilities on offer.

Financial and operating information about the College's Conference and Events Department may be found in the [Annual Report and Accounts](#).

### **7.11 Advice and guidance**

Advice and guidance to current students is available in the [Student Handbook](#). This covers areas such as welfare, health, safety and security as well as information about the College's administration, teaching and accommodation. The [Tutorial and Admissions Office](#) advise and assist individual students who may also call on [Tutors](#) and [Directors of Studies](#) for help. The Porters' Lodge provides advice on security and practical matters, particularly out of office hours.

Advice and guidance to [prospective undergraduate and postgraduate students](#) is available on the website. There is also information about the College's [outreach and access work](#) in the [Prospective Students](#) web pages.

The [Staff Handbook](#) contains information about advice available to staff.

### **7.12 Local campaigns**

The College is not involved in any activities of this type.

### **7.13 Media releases**

[Trinity Hall news items](#) are posted regularly on the website.

The College has a number of [publications](#) for alumni and friends:

- Front Court
- TH Review
- The News
- Milestones

General media enquiries should be directed to [bursar@trinhall.cam.ac.uk](mailto:bursar@trinhall.cam.ac.uk)

Journalists wishing to make a Freedom of Information Act request should e-mail [foi@trinhall.cam.ac.uk](mailto:foi@trinhall.cam.ac.uk) and refer to the College's guidance on [Making a Freedom of Information request](#) if possible.

Details of the College's official Twitter, Facebook and other social media pages can be found in the [Social Media](#) section of the website.