



GIRTON COLLEGE
UNIVERSITY OF CAMBRIDGE

FREEDOM OF INFORMATION PUBLICATION SCHEME 2024

Contents

Introduction to the Publication Scheme	3
Background and history of the College	3
Availability of information	3
Freedom of Information Requests	4
Legal requirement	4
What is a publication scheme?	4
The 'model' publication scheme	4
Accessing information covered by the publication scheme	4
What about information not covered by the publication scheme	5
Feedback	5
Further information	5
Environmental Information Regulations	6
What is environmental information?	6
Further useful information	6
Complaints	7
Your right to complain	7
Who to complain to	7
If you are still not satisfied	7
Contacts:	7
Who we are and we what we do	8
Organisational information, locations and contacts, constitutional and legal governance	8
Girton College Constitution	8
Information relating to the legal and corporate status of the College	8
Information relating to how the institution is organised	9
Information relating to the location of the College and its buildings	10
Information and contact details of the College Administrative Offices	10
Information and contact details of the College Fellowship	10
Lists of and information relating to organisations with the College has responsibility for, those it works in partnership with, those it sponsors and companies that it wholly or partially owned by it	10
Information and contact details of the Student Representatives	10
What we spend and how we spend it	12
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts	12
Policies and Procedures relating to the College's strategy and management of financial resources	12

Financial statements, budgets and resource planning.....	12
College's management of its physical resources.....	13
What our priorities are and how we are doing	14
Strategy and performance information, plans, assessments, inspections and reviews	14
1. Student Admissions and Registration.....	14
2. Student Records	14
3. Discipline.....	14
4. Quality Assurance	15
How we make decisions	16
Policy proposals and decisions, decision-making processes, internal criteria and procedures, consultations	16
Our policies and procedures.....	17
1. Employment	17
2. Research	17
3. Information Policies.....	18
Lists and registers	19
Information held in registers required by statute and other lists and registers relating to the functions of the College.....	19
Services Provided by the College.....	20
1. Marketing and Recruitment	20
2. Academic Support Services	20
3. Publications and Public Relations	21

Introduction to the Publication Scheme

Background and history of the College

1. Girton is a College within the University of Cambridge, and we work closely with the University on all matters of common interest affecting the education of students and the pursuit of scholarship and research. Our publication scheme should be read within the context of the University's own, available online: [Freedom of Information | Information Compliance \(cam.ac.uk\)](#).
2. Girton is one of the largest undergraduate Colleges in Cambridge, admitting approximately 150 undergraduates each year. It has a distinguished tradition in both sciences and arts, with students divided fairly evenly between them; every subject available in the University can be studied here. Girton recruits its students from a broad spectrum of social, educational, ethnic and cultural backgrounds.
3. Our history: Girton was founded in 1869, when the enlightened Emily Davies established Britain's first residential College for women at Hitchin in Hertfordshire. In 1873 it moved to its present site near the village of Girton on the outskirts of Cambridge. Once firmly anchored to University of Cambridge, Girton flourished, and its main buildings now provide accommodation for about 330 undergraduates. In its centenary year Wolfson Court, near the University Library and Sidgwick Site, was built to accommodate an additional one hundred students. From September 2017, the College moved from Wolfson Court to Swirles Court, part of the University's new North West Cambridge Development, providing accommodation for 325 students.
While proud of its pioneering history, Girton has been fully integrated for a generation – it went mixed in 1979 – and since then the College has enjoyed an almost equal gender split at all levels of the College, students and teachers alike.

Availability of information

Throughout the publication web links are provided for information available online. For information available only in hard copy, a charge may be made. The majority of information is available via the [Girton College website](#) or via the [University of Cambridge website](#).

Freedom of Information Requests

Legal requirement

The Freedom of Information Act 2000 aims to promote greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through their publication schemes. The Act came fully into force in England and Wales on 1st January 2005 and Girton College has had a publication scheme since that date. The scheme is regularly updated and feedback is welcomed.

'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

What is a publication scheme?

A publication scheme is a document that describes the information that a public authority publishes, or intends to publish. In this context, 'publish' means to make information available, routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority's commitment to make available the information described.

A publication scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

The 'model' publication scheme

Girton College has adopted the model publication scheme prepared by the Information Commissioner's Office and is committed to publishing the information it describes.

This model is designed to assist the public in accessing information from public authorities. However, to reflect the diversity in size and function of institutions, models will vary slightly.

Accessing information covered by the publication scheme

The classes of information we publish are described in the main part of the scheme.

Next to each class we have indicated the manner in which the information described will be available (hard copy, electronic copy or via the internet). We have also indicated whether charges apply to material in each class.

To request information available through our publication scheme, please contact:

The Freedom of Information Co-ordinator, Girton College, Cambridge CB3 0JG, telephone 01223 338987, e-mail: foi@girton.cam.ac.uk

Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.

What about information not covered by the publication scheme

From 1 January 2005 you will have the right, under the Freedom of Information Act 2000, to request any information held by a public authority which it has not already made available through its publication scheme.

Requests will have to be made in writing and, in general, public authorities will have 20 working days to respond. They may charge a fee, which will have to be calculated according to Fees Regulations. They will not be required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

Feedback

It is important 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 our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to the Freedom of Information Co-ordinator.

The Freedom of Information Co-ordinator
Girton College
Cambridge CB3 0JG
Telephone 01223 338987
E-mail: foi@girton.cam.ac.uk

2. If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body which oversees the Freedom of Information Act:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Further information

1. More information about the Freedom of Information Act is available on the Information Commissioner's website at: <http://ico.org.uk/>.

2. The full text of the Freedom of Information Act <https://www.legislation.gov.uk/ukpga/2000/36/contents> is also available.

Please note that Scotland has its own Freedom of Information Act and Information Commissioner. For more information, please see the Scottish Executive's website.

Environmental Information Regulations

The Environmental Information Regulations 2004 give you the right to request environmental information from the College. You do not need to know whether your request falls under the Environmental Information Regulations or the Freedom of Information Act, it is the responsibility of the College to know which legislation applies.

At Girton College Environmental Information request and Freedom of Information requests are managed together. To request information simply complete a request for information form or contact the Freedom of Information co-ordinator.

What is environmental information?

Environmental information is any information about the environment. The Regulations say it can be recorded information about:

- the state of the elements of the environment (e.g. the air, water, biodiversity) and the interaction among these elements
- factors affecting or likely to affect the elements of the environment (e.g. energy, emissions, noise)
- measures and activities affecting or likely to affect the elements and factors listed above (e.g. policies, legislation)
- reports on the implementation of environmental legislation
- economic analyses and cost-benefit analyses
- health and safety issues for human life and the state of cultural sites and built structures

Further useful information

The website of the Information Commissioner's Office provides helpful guidance for those wishing to make requests and learn more about the Regulations.

The Department for Environment, Food and Rural Affairs oversee the implementation of the Regulations and their website has further information.

The full text of the [Environmental Information Regulations 2004](#) is also available.

Complaints

Your right to complain

If you think we are not complying with our obligations under the Freedom of Information Act 2000, you may contact the Freedom of Information Co-ordinator at the address below. Suggestions and comments are welcomed, particularly in relation to our Publication Scheme. If you have a more formal complaint, in relation to the answering of a Freedom of Information request for example, it is your right to make a formal complaint to the College.

Who to complain to

Your formal complaint should be made in writing to the Freedom of Information Co-ordinator at the address below. The Freedom of Information Co-ordinator will acknowledge your letter within seven working days and will let you know when a decision will be made on your complaint.

If you are still not satisfied

If you are not satisfied with the College's decision you are entitled to complain to the Information Commissioner at the address below, who may investigate the matter at his discretion.

Contacts:

Freedom of Information Coordinator Girton College Huntingdon Road Cambridge CB3 0JG Tel no. 01223 338987 Email: foi@girton.cam.ac.uk	The Information Commissioner FOI Compliance Team (complaints) Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF
--	--

Who we are and we what we do

Organisational information, locations and contacts, constitutional and legal governance

Established in 1869 as the first residential College for women, Girton occupies spacious grounds to the northwest of the centre of Cambridge. It became mixed in 1977 with the arrival of the first male Fellows, and male undergraduates have been admitted since 1979. The equal gender split amongst both the Fellowship and the students, is matched by no other College.

[Pioneering history](#) | [Girton College \(cam.ac.uk\)](#)

Girton College Constitution

The modern College consists of the corporate body of the Mistress, Fellows and Scholars. It is administered according to a set of Statutes which have been in place (with various additions and amendments) since incorporation by Royal Charter in 1924. The executive body of the College is its Council.

Supplementary policies and procedures detail the financial regulations; staff management procedures; the codes and conduct of College members and employees; the procurement of services, supplies and contracts; and the educational and pastoral guidance and support for students.

In some instances, information from Council and committee minutes will be exempt from disclosure where it contains personal information; information that may damage the commercial interests of the College or that may threaten the health and safety of specific individuals.

Information relating to the legal and corporate status of the College

College resources	Format	Fee
Statutes of Girton College in the University of Cambridge with supplemental charter	Website	N/A
The First Charter	Hard copy	Yes
Girton College Ordinances	Website	N/A
External resources		
Underlying legislation including:		
The Universities of Oxford and Cambridge Act, 1923	Available from the Government's legislation website	N/A
Companies Acts 1862 and 1867		
Universities and Colleges Estates Act, 1925		
Universities and Colleges (Trusts) Act, 1943		
University of Cambridge Statutes and Ordinances	Available from the University of Cambridge website	N/A
University/Colleges Memorandum		

Information relating to how the institution is organised

The College has an established Committee structure that undertakes decisions to support the College's line management structure. The College has documentation detailing the Committee membership and guidance for conducting meetings (How we make decisions).

College resources	Format	Fee
Girton College Strategic Plan [Summary]	Website	N/A
Organisation Chart	Electronic copy on request	N/A
Girton College Statutes	Website	N/A
Statute I: The Governing Body		
Statute II: The Council		
Statute III: The Mistress		
Statute IV: The Fellows		
Statute V: Honorary Fellows		
Statute VI: Officers of the College		
Statute VIII: The Vice-Mistress		
Statute VIII: The Bursar		
Statute IX: The Lecturers		
Statute X: The Tutors		
Statute XI: Bye-Fellows		
Statute XII: Membership of the College		
Girton College Ordinances	Website	N/A
Ordinance II: The Council		
Ordinance II.13: Conventions of Election to the Council		
Ordinance V: Procedure for the Election of Honorary Fellows		
Ordinance VII: Election of the Vice-Mistress		
Ordinance XI: Bye-Fellowship		
Ordinance X. 3. (a) Tutor for Admissions		
Ordinance XII.1–3: Membership of the College		
Ordinance II.3(a): Fellowship in Arts Committee		
Ordinance II.3(b): Yarrow Board		
List of Current College Committees	Website	N/A
Guidance on the management of committee meetings	Electronic copy on request	N/A

Information relating to the location of the College and its buildings

Details of the location of the College and its buildings.

College resources	Format	Fee
Map of Girton College	Website	N/A
Map of Swirles Court		
How to get to Girton College		
How to get to Swirles Court		

Information and contact details of the College Administrative Offices

The telephone and e-mail contact details for each Administrative Office.

College resources	Format	Fee
Contacting College Departments	Website	N/A

Information and contact details of the College Fellowship

The names and details of the College Fellowship including personal web pages and contact details.

College resources	Format	Fee
Contact details of the Fellows and Officers	Website	N/A

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

College resources	Format	Fee
Information regarding Girton College Developments Limited	Electronic copy on request	N/A

Information and contact details of the Student Representatives

The names and contact details of the College's Student Representation.

College resources	Format	Fee
College Ordinances	Website	N/A
Ordinance II.1: MCR Membership of Council		
Ordinance II.2: JCR Membership of Council		
JCR (Junior Combination Room) – Undergraduate	Website	
JCR Constitution		
JCR Officers’ names		
Minutes of JCR meetings		

MCR (Middle Combination Room – Postgraduate)	Website
MCR Constitution	
MCR Officers' names	
Minutes of MCR meetings	
List of Committees on which JCR/MCR are represented	Electronic copy on request

What we spend and how we spend it

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

The College holds information concerning its strategy and management of financial resources. The Bursary provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may damage the College's commercial interests will be excluded from publication.

Policies and Procedures relating to the College's strategy and management of financial resources

The College's policies and procedures relating to strategic plans and the management of the College's financial resources.

College resources	Format	Fee
Girton College Financial Regulations	Electronic copy on request	N/A
Statute XIX: Accounts and Audit		
Statute XX: Distribution of Revenues	Website	N/A
Statute XXI: Superannuation Scheme and Pensions		
Education Memorandum	Hard copy	Yes

Financial statements, budgets and resource planning

Information that defines how the College undertakes its planning and deployment of resource allocation and how it regulates the use of its resources. Also includes accounts and annual reports.

College resources	Format	Fee
Girton College Financial Regulations (including staff allowances and expenses)	Electronic copy on request	
Girton College Published Accounts and Annual Report	Website	
Statute XVIII: Investment and Application of Capital Monies	Website	
Ordinance II.6: Financial Planning Committee		
Girton College Strategic Plan [Summary]	Website	N/A
Undergraduate Financial support	Website	
Postgraduate Financial support	Website	
College Pay and grading structures	Electronic copy on request	

College's management of its physical resources

Information detailing how the College manages its physical resources and estate.

College Resources	Format	Fee
Girton College Financial Regulations	Electronic copy on request	N/A
Statute XVI: The College Building and Grounds	Website	
Girton College Strategic Plan [Summary]	Website	
Girton College Fees and Charges	Website	
Accommodation Handbook (including tenancy information)	Website	
External resources		
South Cambridgeshire District Council Planning Application Search	Website	N/A

What our priorities are and how we are doing

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

College's strategy, management and administration of student's progression from admission to completion.

This section contains information on how the College manages the administration and progression of their students from admission to course completion, including student support services.

1. Student Admissions and Registration

College resources	Format	Fee
Girton College Undergraduate prospectus	Website	N/A
Girton College Postgraduate Prospective Students web page	Website	
Girton College Strategic Plan [Summary]	Website	
Senior Tutor's reports to Council on student numbers and examination results (edited version)	Electronic copy on request	
Postgraduate Secretary's report to Graduate Policy Committee on acceptances and deferrals	Electronic copy on request	
Report on undergraduate and graduate admissions (in the Girton College Annual Review or 'The Year')	Website (from 2008)	
Girton College JCR Freshers' Guide	Website	
Girton College Postgraduates Guide	Website	
External resources		
University of Cambridge Undergraduate Admissions Handbook	Website	N/A
University of Cambridge Admissions Office	Website	
University of Cambridge Postgraduate Admissions	Website	

2. Student Records

External resources	Format	Fee
University/Colleges Memorandum, paragraph 7. 'Records'	Website	N/A
CamDATA: course information and statistics: University of Cambridge	Website	
The Educational Provision of the Cambridge Colleges [document produced by the Senior Tutors' Committee]	Website	

3. Discipline

College resources	Format	Fee
Statute XIV: Discipline of the College	Website	N/A
Ordinance XIV: Disciplinary Procedures for unsatisfactory work	Website	
Code of practice for discipline in College	Website	

Girton College Student complaints procedure	Website	
Code of Practice Issued Under Section 43 of the Education (No.2) Act 1986	Website	
Girton College Accommodation Handbook (Anti-Social Behaviour and Disciplinary Procedures and Damage Charges)	Website	

4. Quality Assurance

College resources	Format	Fee
Girton College Strategic Plan [Summary]	Website	N/A
External resources		
Educational Provision of the Cambridge Colleges [document produced by the Senior Tutors' Committee]	Website	
Quality Assurance Agency (QAA) report for University of Cambridge	Website	
University of Cambridge Careers Service	Website	
University of Cambridge Guide to Quality Assurance	Website	

How we make decisions

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

As described in the College's Organisational and Committee structure (who we are and what we do), the College has an established Committee structure that undertakes decisions to support the College's line management structure.

The majority of committees meet on a termly basis to discuss a wide range of subjects related to the operation of the College.

Reports, reserved minutes of Governing Body, Council and Augmented Council and the minutes of other committees are not available under this scheme.

This information is subject to the Freedom of Information Act ("FOIA") and may be released on request if the College is satisfied that there are no applicable exemptions under the Act. A fee may be applicable.

College resources	Format	Fee
Guidance on Committee meetings	Electronic copy on request	N/A
List of Current College Committees		

Our policies and procedures

Current written protocols, policies and procedures for delivering our functions and responsibilities (also see 'Who we are and what we do' and 'What our priorities are and how we are doing'.)

In line with the College's priorities, policies and procedures have been established to manage the College's human resources and information.

1. Employment

Employment strategies, policies and procedures for College members		
College resources	Format	Fee
Personnel Manual containing all current personnel policies	Electronic copy on request	
Girton College Statutes:		
Statute XXVII: Academic Staff	Website	
Statute XIV: Discipline of the College		
Girton College Ordinances:		
Ordinances IV and V: Fellowships		
Ordinance VI: Officers of the College		
Ordinance VII: Election of the Vice Mistress	Website	
Ordinance IX: Lecturers		N/A
Ordinance II.21: Employment Consultative Committee		
Ordinance II.5: The Academic Policy Committee		
Girton College Strategic Plan [Summary]	Website	
Health and Safety Handbook for employees and casual workers	Electronic copy on request	
Health and Safety Induction Procedure	Electronic copy on request	
Codes of practice under section 43 of the Education (no.2) Act 1986	Website	
Details of employment and research opportunities at Girton College	Website	
Undergraduate information on employment	Website	
Postgraduate information on employment	Website	

2. Research

Research and development strategies, policies and funding		
College resources	Format	Fee
Girton College Strategic Plan [Summary]	Website	
Girton College Ordinances:	Website	N/A

Ordinance II.3(a): Fellowship in Arts Committee	
Ordinance II.3(b): Yarrow Board	
Ordinance IV: Fellowship Ordinances	
External resources	
University Research Office information	Website

3. Information Policies

Information strategies, policies and procedures		
College resources	Format	Fee
Girton College Strategic Plan [Summary]	Website	
Girton College Ordinances:		
Ordinance XXX: The Library		
Ordinance II.8: The Library Committee	Website	
Ordinance II.19: Information Management Committee		
Ordinance II. 38 - The Statutory Data Protection Officer and College Data Protection Lead		
Information and Records Management Policy		
Records Retention Schedule	Electronic copy on request	N/A
Records Management User Manual		
Records Management Guides		
Copyright, reprography and publication policies for the Library and Archive	Website	
Girton College Data Protection Policy	Website	
Guide to the Freedom of Information Act 2000 Publication Scheme	Website	
Girton E-mail Acceptable Use Policy	Electronic copy on request	
Girton Information Governance Policy		
External resources		
University of Cambridge Information Services Rules and procedures	Website	
University of Cambridge Information Services Use and Misuse of Computing Facilities	Website	N/A
University of Cambridge Information Services Committee Disciplinary Procedure	Website	

Lists and registers

Information held in registers required by statute and other lists and registers relating to the functions of the College

The College is required to hold information in certain lists and registers in accordance with policies and procedures.

College resources	Format	Fee
List of Fellows and Officers	Website	N/A
List of previous Mistresses of the College (with short biographical details)	Website	
College contacts list	Website	
Catalogue for the College Library and Special Collections	Website	
Catalogue for the College Archive	Website	
Published College registers	Hard copy	Yes
College calendar	Electronic copy on request	
Events calendar	Website	N/A
List of College accommodation: Appendix A [as required by Universities UK Code of Practice]	Website	
Declaration of Interests	Hard copy	Yes

Services Provided by the College

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The information in this class details the relationships that the College has with its external environment.

1. Marketing and Recruitment

College resources	Format	Fee
Undergraduate Prospectus	Website	N/A
Postgraduate Prospective Students web page	Website	
Subjects studied at Girton	Website	
Details of College Open Days	Website	
Extenuating Circumstances Form	Website	
Employment and Research Opportunities at Girton College	Website	
External resources		
Cambridge University Undergraduate Prospectus	Website	

2. Academic Support Services

College resources	Format	Fee
Statute X: The Tutors	Website	N/A
Health and Welfare information	Website	
Girton entry in accessible Accessibility Guide	Website	
Girton Study Skills Programme	Electronic version on request	
Girton College Term dates and vacation arrangements	Website	
Girton College Graduation information	Website	
Girton College Accommodation Services	Website	
Girton College IT Department web pages (staff, opening hours, location)	Website	
Girton College Library and Archive	Website	
External resources		
Senior Tutors' Committee web pages for information on roles of Tutors, Supervisors and Directors of Studies	Website	N/A
University of Cambridge Academic Term dates and calendars	Website	
University of Cambridge Accessibility and Disability Resource Centre	Website	
University of Cambridge Computer Network information	Website	
University of Cambridge Counselling Service information	Website	
University of Cambridge Honorary Degrees	Website	

University of Cambridge Library provision	Website	
University of Cambridge Students' Union (Cambridge SU)	Website	

3. Publications and Public Relations

College resources	Format	Fee
Girton College website	Website	N/A
Girton College Annual Review and The Year	Website	
Alumni and Development Relations:		
Girton College Alumni web page	Website	
Girton College Alumni Relations: Alumni events calendar	Website	
Girton College Alumni Relations: Roll of Alumni Committee	Website	N/A
The Girtonian (formerly the Development newsletter)	Website	
Development Director's reports to Council [edited version]	Electronic copy on request	
Conferencing		
Girton College Conferences web pages	Website	N/A
Global Programmes		
Global Programmes web pages	Website	N/A
Lawrence Room		
Lawrence Room information	Website	N/A
Library and Archive		
Archive and Special Collections information	Website	N/A
People's Portraits		
People's Portraits artist and portrait listing	Website	N/A
Student Services		
Girton College Freshers' Information	Website	
Girton College Undergraduate prospectus	Website	
Girton College Postgraduate Prospective Students web page	Website	N/A
Annual reports of JCR, MCR and other student societies in the Girton College Annual Review or the Year	Website	