

St STEPHEN'S HOUSE

Freedom of Information Act

The Publication Scheme for St Stephen's House, written in compliance with the Freedom of Information Act 2000 can be viewed on the pages listed below. It follows a common pattern adopted by a number of Oxford Colleges and is reviewed periodically.

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.

The College reserves the right to make a charge for printed copies of some documents to cover administrative costs.

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Publication Scheme

Freedom of Information Act 2000 Publication Scheme for St Stephen's House

CLASS OF INFORMATION	DEFINITION	FORMAT(S) AVAILABLE
Legal framework Statutes Bylaws	information about governance, fellowships, College Officers, management of College assets	<i>Hard copy, electronically or via the web</i>
Statements of policy and purpose	information on admissions, subjects and courses available	<i>Hard copy, electronically or via the web</i>
Legal obligations		<i>Hard copy, electronically or via the web</i>
Health & safety	general policy, fire regulations	
Risk management	key risks and management	
Data protection	policy and practice	
Equal opportunities -Disabilities	Policy information on facilities & assistance	
Codes of practice on: -Harassment -Freedom of speech	harassment panels/advisors compliance with appropriate legislation	
Complaints & appeals	academic or other disciplinary matters	
Rules & regulations		<i>Hard copy, electronically or via the web</i>
Discipline	residence rules, paying bills, conduct, academic work	
Accommodation	room allocation policy, and rules relating to occupancy and use of rooms	
Security	information on insurance cover for students etc.	
Use of libraries & chapel	conduct	

CLASS OF INFORMATION	DEFINITION	FORMAT(S) AVAILABLE
Use of computers & other equipment	relevant regulations governing equipment	
Financial information		<i>Hard copy, electronically or via the web</i>
Fees (annual)	college fees	
Charges	room rents, meals etc.	
College Accounts	published annually	
Pensions policy	membership of schemes	
Personnel	Staff Welfare & Discipline procedures	<i>Hard copy, electronically or via the web</i>
Welfare	medical facilities, counselling & pastoral arrangements	<i>Hard copy, electronically or via the web</i>
Fundraising, development & alumni	Information for alumni, development news	<i>Hard copy, electronically or via the web</i>
Intercollegiate relations, Conference of Colleges	Standing Orders, voting procedures, committee structure & membership of committees Intercollegiate tribunal	<i>Hard copy, electronically or via the web</i>