



WADHAM COLLEGE  
OXFORD

## Wadham College Freedom of Information

### Publication Scheme

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

[Wadham College](#) is a college of Oxford University. We are a charitable corporation, created by Royal Charter in 1610 on the foundation of Nicholas and Dorothy Wadham. Our governing document is now our [Statutes](#), which were issued by Parliamentary Commissioners and have since been amended by Orders of the Privy Council. The Statutes set out our charitable aims. They may also be found in the preface to our [Annual Accounts](#). They appear in more detail in our [Public Benefit Statement to the Charity Commission](#).

The management of the College and the furtherance of its charitable objects is entrusted to its Governing Body, a meeting of the Warden and Fellows which is attended by [student representatives](#). The Warden is the head of the College and the Fellows are its senior academic and administrative members. They are treated by the law as charitable trustees. The Statutes confer executive powers on some Officers of the College. In pursuit of its fiduciary duties and powers the Governing Body has delegated the exercise of many of the College's day-to-day business affairs to committees. The remits and membership of these committee can be found in the [By-laws](#).

The College offers places to undergraduates and postgraduates who are admitted by the University. Further information may be found in the [Admissions Prospectus](#).

How both [academic](#) and [non-academic](#) staff are managed can be found on the University website and in the College [Student](#) and [Staff](#) handbooks. These are available on the College website, together with the duties of the [College Officers](#).

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

We derive our income from a number of sources. First is the income from our endowment, built up over the centuries by our generous benefactors, most, but not all of whom, have been members of the College. Without this income there is no doubt that the College could not maintain its ancient buildings and gardens nor provide student accommodation at reasonable rates. Second is

the income from students, who pay fees which goes towards paying for tuition and accommodation charges. The third source of income is from conference guests, who pay to use our facilities out of term time. The fourth source of income is a cross-subsidy with the University, which pays some of the salary for many of our Fellows and all of the salary for some. College academic and administrative salaries are in accordance with the Oxford [University Salary Scales](#). Finally, there is also a complex federal apportionment scheme inside the Collegiate University known as the [JRAM](#) from which we derive benefits as well as obligations. Our income and expenditure are also affected by the [Oxford University College Contributions Scheme](#).

Our finances are overseen on a day-to-day basis by our two Bursars who receive guidance from the Finance Committee and the Audit & Risk Committee. The Investment Committee provides advice and sets the broad strategy for the management of the College endowment.

Information concerning the [College Purchasing Policy](#) and the [University's Contracting Goods and Services](#) is readily available.

Details of our [student accommodation charges](#) and [fee charges](#) can be found on the College website.

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

The College sets out its charitable objectives and its latest strategy for securing them in the preamble to its Annual Accounts. An annual review of its operations against its charitable objectives can also be found there. It seeks to achieve these objectives within the framework of the federal collegiate University of Oxford. It does so in conjunction with the other colleges of the University by its participation in the Conference of Colleges

The University's aims, strategic plans and governance structure may be found at both the [University of Oxford](#) and [Conference of Colleges'](#) websites.

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

As we indicate above, the College is governed by the Governing Body, and its Officers and committees. The Statutes and the By-laws make provision for this (see Section 1 above). The minutes of meetings where key decisions are made about the operation of the College (excluding matters that are properly considered to be private) will normally be made available to the public.

Wadham is a member of the [Conference of Colleges](#) and makes decisions in consultation with and according to the rules of that body where relevant.

Recent **unreserved minutes of the Governing Body** are not available on the website but may be obtained from the Information Officer (see addresses at the end of this document).

The [Wadham Student Handbook](#) sets out many of the detailed rules which specifically affect the life of our students.

## **5. Lists and Registers**

The College holds information in certain lists and registers in accordance with the policies and procedures identified above. Some of these will contain personal details which we are obliged by law to keep confidential.

## **6. The services we offer**

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

[Wadham Student Handbook](#)

[Activities aimed at widening participation](#)

[University Student Funding](#)

[University Counselling Service](#)

[Clubs and Societies](#)

[Alumni](#)

[Latest News](#)

[IT and intranet Provision](#) and [here](#)

[Library](#)

[Colleges of the University](#)

## **7. Responsibility for the scheme and administrative information.**

The Domestic Bursar of the College has overall responsibility for the Publication Scheme. Requests for information should be sent to [foi@wadham.ox.ac.uk](mailto:foi@wadham.ox.ac.uk).

This Publication Scheme is published on the Wadham College website and the links to information indicated above will be found there along with other helpful information not covered by this Scheme. Material which is published and accessed on a website will be provided free of charge.

Where we do not have a link or electronic copies, paper copies of documents referred to in the scheme will be available for a fee to cover administrative costs. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information
- payment may be requested prior to provision of the information. If compliance with a request will involve work for us in excess of the limit set by parliament, we will want to discuss any request with the applicant.

We seek diligently to conform with the Information Commissioner's guidance. This means that certain documents may be withheld for reasons such as business confidentiality or personal privacy. Documents are accessible by web-link, unless otherwise stated.

### **Other formats**

If you would like this scheme, or any of the information it covers, in a more accessible format, then please contact the Information Officer (the Domestic

Bursar) to discuss the alternative ways in which the information may be made available to you.

## **Copyright**

The copyright in this Publication Scheme and its contents is reserved to Wadham College.

## **Complaints**

If you have any comments about this scheme or are not satisfied that information is being published in accordance with this scheme, then you should contact the Information Officer in the first instance:

The Warden  
Wadham College  
Oxford  
OX1 3PN.

If thereafter you are still dissatisfied then please write to the Warden.

If, after the investigation of your complaint, you are remain dissatisfied then 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 will be reviewed annually.