

## 18-01 Sexual harassment: former staff, college fellows, non-stipendiary posts

Thank you for your further enquiry regarding sexual misconduct committed or allegedly committed by former or current Downing College staff, College Fellows and academics in stipendiary or non-stipendiary roles.

I can confirm, after checking again with our records, that the information I supplied to you last September 2017 has not changed, it is still our current position and it included all those categories of staff or former staff you have listed. Regarding your new question 2.5, I can confirm that we would handle any allegations/complaints/investigations of academics in non-stipendiary roles in the same way as academics in stipendiary roles.

I hope this now completely answers all of your questions, but for added clarity, I have also answered each of your questions below individually.

**Under the Freedom of Information Act 2000, please provide me with answers to the following questions regarding sexual misconduct committed or allegedly committed by former university/college staff, college fellows and academics in non-stipendiary roles.**

**N.B. the term sexual misconduct here covers sexual harassment, sexual assault, rape, stalking and/or other forms of gender violence, including domestic violence, and any other unwelcome behaviour of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation.**

N.B. The seven years I like data for are the following **academic years**:

**2011-12**

**2012-13**

**2013-14**

**2014-15**

**2015-16**

**2016-17**

**2017-18 (to 3 Jan 2018)**

### QUESTIONS:

#### Non-stipendiary roles

1. How many allegations, informal complaints and formal complaints of sexual misconduct by academics in non-stipendiary posts have you received over the past seven years? This includes roles such as – but not limited to – emeritus fellows, research fellows, postdoctoral fellows, non-stipendiary lecturers, emeritus professors, etc.

**None**

2.1 How many of these allegations and complaints led to an informal or formal investigation, either internal by the college and/or university or external, e.g. by the police, over the past seven years?

**n/a**

2.2 Please state how many of these allegations and complaints were made by students.

**n/a**

2.3 How many of these perpetrators/alleged perpetrators were suspended and/or dismissed?

**n/a**

2.4 How many of these perpetrators/alleged perpetrators were temporarily or permanently barred from teaching and/or having contact with undergraduates and/or graduates students, or agreed to a temporary or permanent teaching or contact ban?

**n/a**

2.5 Do you handle these cases in the same way as allegations/complaints/investigations about academics in stipendiary roles? If not, how does the process differ?

**Yes, we would handle any allegations/complaints/investigations about academics in non-stipendiary roles in the same way as academics in stipendiary roles.**

#### **College fellows**

3.1 You were previously asked to provide data on sexual harassment by staff over the period 2011-12 to 2016-17. Please state whether your figures included allegations and complaints made against college fellows.

**College Fellows were included in our search and there are no allegations.**

3.2 If you did not include these cases in your figures, please now disclose how many allegations, informal complaints and formal complaints of sexual misconduct you have received against fellows in the past seven years. OR please revise your figures to include fellows and provide data for all the years specified above.

**n/a**

4.1 How many of these allegations and complaints led to an informal or formal investigation, either internal by the college and/or university or external, e.g. by the police, over the past seven years?

**n/a**

4.2 How many of these perpetrators/alleged perpetrators were suspended and/or dismissed?

**n/a**

#### **Former staff**

5.1 How many allegations, informal complaints and/or written/official complaints of sexual harassment, sexual assault, rape, stalking and/or other gender violence or sexual misconduct by former university staff have you received from students over the past six years?

**None**

5.2 Please indicate whether any of these cases overlap with those covered by question 1.

**n/a**

6.1 How many of these allegations and complaints led to an informal or formal investigation, either internal by the university or external, e.g. by the police, over the past seven years?

**n/a**

6.2 How many of these perpetrators/alleged perpetrators were suspended and/or dismissed?

**n/a**

## **18-02 Undergraduate Rent Information**

I am writing under the terms of the Freedom of Information Act 2000 to request the following information regarding rent at your college:

1) Rent rates for undergraduate rooms for the current academic year and previous four academic years (2013/14–2017/18). If rent price structures have changed during this time, please include the relevant information for each year.

2) If the college uses a price banding system, please detail how many rooms the college had within each price band during the years specified.

3) Any compulsory supplementary charges, such as a Kitchen Fixed Charge, which undergraduate students must pay.

## **Response**

Thank you for your FOI request to Downing College regarding undergraduate accommodation. Please see the following table and also refer to our website at <http://www.dow.cam.ac.uk/current-students/accommodation/rents->

## Downing College Cambridge - Freedom of Information Disclosure Log 2018

and-bands-explained for the latest information. Please note, all 423 undergraduate rooms are within the College and all first year undergraduate rooms have either 29 or 30 week contracts.

In 2016-17, we changed to a fixed, all-inclusive “no hidden charges” Residence Charge, which includes insurance, PAT testing, electricity, heating, water, cleaning, maintenance and network services. We do not charge a termly catering facilities charge. Concerning the 423 rooms, 136 (32.1%) are offered on a 29 week contract; 79 (18.7%) on 30 weeks; and 208 (49.2%) on a 38 week contract. Those students with 38 week contracts only pay for 36 weeks, and in addition some students receive automatic residence bursaries.

	2013/14		2014/15	2015/16	2016/17	2017/18	
Band	Weekly	Band**	Weekly	Weekly	Weekly	Weekly	***No. of Rooms
A*	£151.00	1*	£165.00	£178.00	£193.00	£198.00	3
A	£151.00	1	£151.00	£162.00	£175.00	£179.00	72
B	£142.00	2	£142.00	£152.00	£165.00	£169.00	157
C	£128.00	3	£133.00	£142.00	£155.00	£159.00	112
D	£128.00	4	£123.00	£131.00	£144.00	£148.00	50
E	£112.00	5	£114.00	£118.00	£131.00	£134.00	9
F	£99.50	6	£98.00	£100.00	£113.00	£116.00	20
G	£84.00						
H	£84.00						

\*Self-contained units/ flats.

\*\*It was with the agreement of the JCR and MCR that the rent bands were amended and reduced to 6 bands from 2014/15.

\*\*\*These have changed over the last 5 years due to properties being sold, refurbishment of others along with the creation of new buildings; this includes the banding changes which took place from 2013-14 which meant all rooms were reviewed and amended to comply with the new banding.

For previous years we charged a catering & technology charge (CTC) for undergraduates (living in) which was £199 per term in 2013-14 and £204 per term in 2014-15. From 2015-16 this became the catering facilities charge and was reduced to £165 per term as other elements that were included previously in the CTC charge were instead added to the rent, something which the students requested.

### 18-03 Applicant statistics for Law at Downing (2018 entry)

Would you be able to provide the following information for all undergraduate applicants applying for Law to Downing College for 2018 entry:

1. The average UMS of the best 3 subjects of the applicant to 3 significant figures (if no UMS is provided, please leave blank)
2. Whether the applicant was a UK citizen, EU (but non-UK citizen), or international applicant
3. Whether the applicant was interviewed at Downing or overseas
4. The interview score (1-10)
5. The overall score (1-10)
6. Whether an offer was made (y/n)
7. Whether an applicant was pooled (y/n)
8. If the applicant was pooled, whether an offer was made to the applicant from another college (y/n)

### Response

Thank you for your FOI request regarding statistics for undergraduate applicants applying for Law to Downing College for 2018 entry. To answer your questions please see the attached pdf table.

In order to ensure anonymity we have provided a UMS range, although the majority of applicants now have no UMS scores, and we can only supply overall interview scores. The pooled outcomes have been added where known.

Range of UMS average scores (best 3 subjects)	UK/EU/International	Interview location	Overall score	Offer made	Pooled	Pooled offer from other college	
Applicants within the range of 81 to 86 UMS or 92 to 97	International	n/a	n/a	N	N		
	EU	Downing	7.3	N	Y	N	
	UK	Downing	8.3	Y	N		
	International	Downing	7	N	Y	N	
Applicants without three subject UMS scores	EU	Downing	6.8	N	Y	N	
	Home	Downing	8.9	Y	N		
	Home	Downing	7.9	N	Y	Y	
	Home	n/a	n/a	N	N		
	Overseas	Downing	6.5	N	Y	N	
	Home	Downing	5.1	N	N		
	Overseas	Overseas	6.4	N	Y	N	
	Home	Downing	5.8	N	N		
	Home	Downing	6.9	N	Y	Y	
	Home	Downing	9.1	Y	N		
	Home	Downing	7.5	N	Y	N	
	Home	Downing	5.5	N	Y	N	
	Overseas	Downing	5.5	N	N		
	Home	Downing	4.8	N	N		
	Home	n/a	n/a	N	N		
	Overseas	Downing	5.1	N	N		
	Home	n/a	n/a	N	Y	N	
	EU	n/a	n/a	n/a	N	N	
	Home	n/a	n/a	n/a	N	N	
	Home	Downing	6.4	N	Y	N	
Overseas	Downing	6	N	Y	N		
Home	Downing	6.9	N	Y	N		
Home	n/a	n/a	n/a	N	N		

	Home	Downing	8.1	Y	N	
	Home	Downing	8.3	Y	N	
	EU	Downing	7.4	N	Y	N
	Home	Downing	4.6	N	N	
	Home	Downing	8.3	Y	N	
	Overseas	Downing	5.6	N	N	
	Home	Downing	7.3	N	Y	N
	Home	Downing	6.9	N	Y	N
	Home	Downing	7	N	Y	N
	Home	Downing	7.5	N	Y	Y
	Overseas	Overseas	5	N	N	
	Home	Downing	6	N	N	
	Overseas	Downing	8.3	Y	N	
	Overseas	Downing	8.3	Y	N	
	Home	Downing	5.9	N	Y	N
	Overseas	n/a	n/a	N	N	
	Overseas	Downing	8.4	Y	N	
	Home	Downing	7.4	N	Y	N
	Home	Downing	7.9	N	Y	Y
	Home	Downing	5.8	N	N	
	Overseas	Overseas	n/a	N	Y	N

### 18-04 Reports of sexual assault and harassment

We would like to know the following on your college’s record with reports of sexual assault and harassment - where a university student at your college is the alleged perpetrator - please:

- How many complaints of sexual assault or harassment you have received in the last 5 years? If I could have the figures broken down by year please, so 2013, 2014, 2015, 2016 and 2017. If you could give as much detail as you can with the nature of the complaints also, such as how many were reports of rape, harassment, assault etc.  
**Following guidelines from the Information Commissioners Office regarding reporting small numbers, and as Downing is a small community of students, I can confirm that for the years in question we have fewer than five incidents on record concerning complaints of unwanted sexual activity or harassment.**
- How many of these offences were investigated by the college? If so what was the outcome?  
**We take any complaint of alleged sexual assault or harassment very seriously. Action was taken, the matters were investigated and the alleged perpetrators interviewed and appropriate measures taken.**
- How many of these cases were referred to the police?  
**The College did not refer any cases to the police.**
- Have any students have been excluded/removed from the college/university as a result of a sexual assault/harassment complaint in that time? If so how many?  
**No students have been removed or excluded from the College as a result of a sexual assault/harassment complaint.**

We would also like to know some details regarding your college’s provisions on sexual assault.

- Do you have a team of staff specifically dedicated to tackling sexual/assault/harassment at your university?  
**Not specifically, but Downing College provides Dignity and Respect at Work training for all staff based on College policies and the Equality Act. This extends to how to proceed in the event of any form of harassment. Downing employs a College Nurse and a student's Personal Tutor or Senior Tutor (for undergraduate students) or a student's supervisor or Graduate Tutor (for graduate students) is a student's first point of contact for all pastoral matters. Downing College also provides a free and confidential College-Based Counselling service for all undergraduate and postgraduate students registered at the College, and in addition to this service will pay for other professional help if needed. Centrally, the University Counselling Service (UCS) provides free support and counselling for students who have experienced sexual misconduct and the University works with rape crisis, the local police, the student union, and national HE bodies to tackle sexual harassment and sexual misconduct. It is up to the student to choose with whom they feel most comfortable sharing their experience with.**

**Please note, guidance and support and our Harassment and Sexual Misconduct Policy can be found on our website at <http://www.dow.cam.ac.uk/students/respect-and-dignity/harassment-and-sexual-misconduct-policy>**

- If so, how many staff work there?  
**A Counsellor, one Nurse, two Graduate Tutors, seven Undergraduate Tutors and one Senior Tutor.**

## **18-05 Admin and payment solutions**

Who is the current provider of the institution's solutions for enabling payments to be made for items such as courses, tuition fees, accommodation, merchandise, short course, miscellaneous etc. - via the following payment channels, if applicable?

- Online payments / payment portals? (Possibly linked to the University website or otherwise)
- Online store / eShop?
- Face to face (Credit & Debit Card)?
- Staff assisted telephone?
- Automated telephone?

If more than one provider exists, please specify and also answer the following 4 questions per provider:

- What is the department and contact information of the person(s) responsible for these services?
- What is the current contract end date(s)?
- What is the value (in £) of these individual contracts, broken down into up-front and annual costs?
- Does the University believe that the current provider(s) / solution(s) is fully Payment Card Industry ('PCI') compliant? (Y/N)

## **Response**

Further to your FoI request to Downing College for information regarding our payment systems, I can confirm that the College has three payment channels for students to be able to pay their bills for course fees, accommodation etc., and these are:

1. Face to face or over phone, credit or debit cards provided by Barclaycard
2. Direct bank transfer or cheque
3. Direct debit.

The Bursary deals with student bills and we do believe that we are fully compliant with requirements of the Payment Card Industry.

## 18-06 Junior Research Fellowship Recruitment

Thank you for your FOI request to Downing College regarding our Equal Opportunities Monitoring Forms for the recruitment of Junior Research Fellows/Postdoctoral Research posts. I have attached a pdf table with the anonymised statistics, but please note we only hold records since 2011 and we do not collect information relating to age, sexual orientation or religion.

Gender	Deselected	Ineligible	Withdrawn	Accepted post	Refused post	Total
Female	310	1	12	4	0	327
Male	379	0	10	4	1	394
Not specified	52	0	4	0	0	56
<b>Total</b>	<b>741</b>	<b>1</b>	<b>26</b>	<b>0</b>	<b>1</b>	<b>777</b>
Ethnicity	Deselected	Ineligible	Withdrawn	Accepted post	Refused post	Total
Not specified	0	0	0	0	0	0
Asian or Asian British - Bangladeshi	1	0	0	0	0	1
Asian or Asian British - Indian	18	0	0	1	0	19
Asian or Asian British - Pakistani	2	0	0	0	0	2
Black or Black British - African	3	0	0	0	0	3
Chinese or other Ethnic Background - Chinese	39	0	2	0	0	41
Information refused	27	0	2	0	0	29
Mixed - White and Asian	7	0	0	0	0	7
Mixed - White and Black African	1	0	0	0	0	1
Mixed - White and Black Caribbean	1	0	0	0	0	1
Other Asian Background	22	0	0	0	0	22
Other Black Background	1	0	0	0	0	1
Other Ethnic Background	18	0	2	0	0	20
Other Mixed Background	17	0	1	1	0	19
Other White Background	320	0	8	2	1	331
White - British	242	1	10	4	0	257
White - Irish	22	0	1	0	0	23
<b>Total</b>	<b>741</b>	<b>1</b>	<b>26</b>	<b>8</b>	<b>1</b>	<b>777</b>
Disability	Deselected	Ineligible	Withdrawn	Accepted post	Refused post	Total
Not specified	0	0	0	0	0	0
A social/communication impairment	4	0	0	0	0	4
Blind or serious visual impairment	1	0	0	0	0	1
Deaf or serious hearing impairment	2	0	0	0	0	2
Disability, impairment or medical condition not listed above	1	1	0	0	0	2
Information refused	30	0	2	1	0	33
Long standing illness or health condition	10	0	2	1	0	13
Mental health condition	6	0	0	0	0	6
No disability	682	0	21	6	1	710
Specific learning difficulty	2	0	0	0	0	2
Two or more impairments or disabling medical conditions	2	0	0	0	0	2
Physical impairment or mobility issues	1	0	1	0	0	2

Total	741	1	26	8	1	777
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### 18-07 BMAT scores and predicted grades for A100 Medicine Course

Please may I request the BMAT scores (Section 1, 2 and 3), Interview Scores and Predicted Grades of the current offer holders for the A100 Medicine Course.

By offer holders, I mean applicants who have received either a conditional or an unconditional offer for 2018/2019 entry.

### Response

Thank you for your Freedom of Information request regarding successful undergraduate offer holders for the 2018/2019 cycle for Medicine (A100).

Section 40 of the Freedom of Information Act states that personal data about identifiable living individuals, as defined by the Data Protection Act 1998, is exempt from disclosure, and as Downing College is only a small community we feel that there would be a risk that individuals could be identified if we were to correlate the BMAT scores, Interview Scores and Predicted Grades. Therefore, here are the figures presented in decreasing order and in non-correlating lists:

#### 1. BMAT Scores

Section 1	Section 2	Section 3
7.3	9	4.5
7	7.7	4.5
7	7.2	4.5
6.9	7.2	4
6.7	7.2	4
6.4	6.8	4
6.1	6.8	4
6.1	6.8	4
5.9	6.5	4
5.9	6.5	4
5.6	6.2	3.5
5.6	6.2	3.5
5.4	6.1	3.5
5.1	5.9	3
5.1	5.9	3
4.9	5.2	3
4.6	4.9	2.5

#### 2. Interview average score

8.6
8.5

8.4
8.3
8.1
8
7.8
7.8
7.6
7.5
7.5
7.5
7.4
7.4
7.4
7.3
7

3. Predicted grades

A*A*A
A*A*A
A*A*A*
A*A*A*A*
IB 45

Please note that two offer-holders have unconditional offers and therefore have no predicted grades.

**18-08 College employment practices**

Thank you for your Freedom of Information request to Downing College. I have provided answers to your questions 1-4 below.

I am writing to make a request under the Freedom of Information Act 2000 for information relating to college employment practices. I would like to know the following, as of 30th January, 2018:

1. The number of staff currently employed by the college, whether full time or part time, being paid under £8.45 an hour (excluding benefits).

- No permanent staff were being paid under £8.45 per hour during January 2018.

2. The number of staff employed by the college who are working on zero-hours contracts (i.e. staff who are 'on call' but have no contractually set hours of work).

60 casual workers were paid through the payroll during January 2018 and approximately 175 casual workers are registered to work at Downing. Examples of where work could be undertaken includes:

- student bar work
- library work
- catering for functions
- assistance on open days
- May Ball workers
- Summer School teaching assistants
- telephone fundraising campaign student callers
- Invigilators (for exams)
- Assistant Porter
- student IT assistants
- Heong Art Gallery assistants.

3. The number of staff employed, if any, who have opted out of the Working Time Regulations and work, or have worked, for more than 48 hours per week for the college.

- No staff members are known to be averaging over 48 hours per week (over the 17 week reference period).

4. Whether the college sub-contracts any external employment agencies to provide staff, and if so the names of these agencies and (if you hold the information) the number of outsourced staff who are paid below £8.45 per hour.

- We use several agencies, e.g. Interaction and Select. However, we would not know the pay rates for such outsourced staff.

## 18-09 2017 and 2014 UUK USS valuation consultations

Please provide a copy of your college's response to the 2017 and 2014 UUK USS valuation consultations.

### Response

Thank you for your FoI request regarding Downing's response to the 2017 and 2014 UUK USS valuation consultations. I can confirm that we did not respond to the 2017 consultation as the time given was too short to get a constitutionally valid response. In 2014 the consultation was via an on-line form, and therefore there is no record of whether or not the College responded.

## 18-10 Engineering Undergraduate Statistics

Thank you for your FoI request to Downing College regarding undergraduate Engineering statistics. I am pleased to be able to provide you with the following information.

1. The ratio of state school to private school students admitted in 2016/17 and 2017/18:  
2016/2017 - 4:7

## Downing College Cambridge - Freedom of Information Disclosure Log 2018

2017/2018 - It is not known how many will be admitted until after the examination results in August 2018. Ratio on offers made is 7:6. Please note that the numbers are not the total admitted or offered as they do not include those attending overseas schools.

Assessment scores - there were 15 successful applicants 2016/17 and 14 in 2017/18 with the following range of scores.

2a. Engineering Admissions Assessment scores:

Please note these marks refer to different marking systems used each year.

2016/17 - 6.7 to 14.3

2017/18 - 3.3 to 7.2

2b. Interview scores (averaged):

2016/17 - 6.0 to 9.5

2017/18 - 5.5 to 8.5

3. Average Maths and Further Maths UMS scores:

2016/17 - 89 to 100

2017/18 - 86 to 97

4. Unconditional offers made:

2016/17: 3

2017/18: 1

### 18-11 Gender Pay Gap

I would like to request, under the Freedom of Information Act 2000, information pertaining to the gender pay gap at your College. I would be grateful if you could provide me with the following:

- a. The percentage of overall gender pay gap of all staff's salaries paid by the college
- b. The gender pay gap amongst academic staff's salaries paid by the college
- c. The gender pay gap amongst college support staff's salaries paid by the college (who are not academics)
- d. The gender pay gap amongst staff subcontracted by the college

### Response

Thank you for your request to Downing College regarding the gender pay gap. I am pleased to answer your questions which are based on a snapshot date of 5th April 2017.

- a) The mean gender pay gap of all staff's salaries paid by the College is 8.75%
- b) The mean gender pay gap amongst academic staff salaries paid by the College is 25.7%
- c) The gender pay gap amongst college support staff salaries paid by the College (who are not academics) is 3.0%
- d) Based on the 5<sup>th</sup> April snapshot date there were no staff subcontracted by the College.

Please also be advised that our figures are published on the government's website at <https://gender-pay-gap.service.gov.uk/viewing/employer-details?id=c2KfUQ2gerjc-D19CrGlzw%21%21> and on our own website at [http://www.dow.cam.ac.uk/sites/default/files/gender\\_pay\\_report\\_march2018.pdf](http://www.dow.cam.ac.uk/sites/default/files/gender_pay_report_march2018.pdf). Please let me know if I can be of any further assistance.

## 18-12 College investments and share holdings

I am writing to make a request for information under the Freedom of Information Act.

Please send me:

1. A list of companies which the college holds shares in, specifying how many shares are held and the approximate value of the shareholding.
2. A list of commodities, hedge funds, bonds, and properties that the college has investments, including the approximate value of each.
3. A list of any other investments the college holds, including the approximate value of each.

## Response

Thank you for your enquiry to Downing College regarding our investment portfolio.

Please be advised that the College has engaged the services of an investment manager (Partners Capital) whose terms of business include a requirement that the College must not disclose any information in relation to their business or other matters of a confidential nature of which it may be made aware during the period of engagement. Furthermore, that requirement is binding on the College and the disclosure of information would constitute a breach of confidence and be actionable by the investment manager. The information is therefore exempt under section 41 (Information provided in confidence) of the Freedom of Information Act.

However, I can confirm that The College holds shares in several unlisted companies either from donations or as a result of the Downing Enterprise business competition. As they are all unlisted no value can be attributed to them. The College also holds 5,600 shares in Midatech Pharma plc from a donation, worth approximately £150,000. The total value of the College's investment properties is £15.17m, as advised in our Annual Report and Accounts (p.93). The list of these properties is as follows:

14 Regent Street  
16-20 Regent St  
24 Regent Street  
26/28 Regent Street  
30 Regent Street  
38-62 Regent Street  
68 Regent Street  
70 Regent Street  
76 Regent Street  
90-92 Regent Street  
Land at Barton Road

General information regarding our investments can be found in our Annual Report and Accounts (particularly pages 34-36 and 48-50). [http://www.dow.cam.ac.uk/sites/default/files/dc\\_reportandaccounts\\_2017.pdf](http://www.dow.cam.ac.uk/sites/default/files/dc_reportandaccounts_2017.pdf).

## 18-13 College's energy use and suppliers

I'm submitting a FOI request about the University College's energy use and hoped you could provide the answers to these questions:

1. The name of the College's Gas & Electricity supplier
2. The name of the College's energy broker (if you have one)
3. Annual Gas & Electricity consumption of the College (separate figures)

4. Amount of Gas & Electricity supplies (no. of sites supplied and also the figure in ££s)
5. The renewal date of each energy contract

## Response

Thank you for your Freedom of Information request to Downing College. In answer to your questions I can confirm the following:

1. Gas supplier: Corona; Electricity supplier: Haven and Opus
2. The College, along with all the other Cambridge Colleges, are part of consortium contracts which are arranged centrally
3. Please see our Annual Report & Accounts (p.62)  
[http://www.dow.cam.ac.uk/sites/default/files/dc\\_reportandaccounts\\_2017.pdf](http://www.dow.cam.ac.uk/sites/default/files/dc_reportandaccounts_2017.pdf)
4. As above
5. We decline to provide this information under section 43(2) of the Act (commercial interests).

## 18-14 Academic staff contracts - zero-hours

This is a request under the Freedom of Information Act. I am hoping you can provide the following information:

1. Number of academic (teaching) staff employed by Downing college on zero-hour contracts (with no guaranteed minimum amount of hours work or pay), who work an average of at least 6 hours a week.
2. Gender breakdown of academic (teaching) staff on zero-hour contracts, who work an average of at least 6 hours a week.
3. Number of academic (teaching) staff who have been employed under zero-hour contracts, and who work an average of at least 6 hours a week, who:
  - a. Are currently pursuing a doctorate;
  - b. Hold at least a doctorate qualification.
4. How many of those employed under such contracts while pursuing or holding a doctorate receive sick leave pay?
5. How many of those employed under such contracts entitled to a pension, either in the USS or otherwise?

Thank you very much in advance.

## Response

Thank you for your FoI enquiry to Downing College. In answer to your questions 1-5, I can confirm that we employ no academic teaching staff on zero-hour contracts. However, I can confirm that we have between 1 & 5 Post Graduate Tier 4 visa holders working as supervisors who work an average of at least 6 hours a week. Section 40 of the Freedom of Information Act states that personal data about identifiable living individuals, as defined by the Data Protection Act 1998, is exempt from disclosure, and as Downing College is only a small community there would be a risk that individuals could be identified if I were to supply you with any further details.

## 18-15 College Access

I am writing to you as I should like to request the following information:

Documents relating to college budgets for access work, access payments and those relating to the success of access work conducted by the college. This data should be for the academic year of September 2016 to July 2017.

I should prefer to receive these in electronic format at this email address, however I can receive them by post if this is more convenient.

It would be helpful if you were to provide any brief notes which might be necessary to understand the context of the information provided, although I recognise that you are not obliged to do this. If for any reason you feel this request is unclear, please do not hesitate to contact me. If you are not the appropriate authority for this request, or for part of it, please let me know as soon as is convenient.

## Response

Please see our Annual Report and Accounts (pages 21-24) which contains many of the details you have requested [http://www.dow.cam.ac.uk/sites/default/files/dc\\_reportandaccounts\\_2017.pdf](http://www.dow.cam.ac.uk/sites/default/files/dc_reportandaccounts_2017.pdf). The application numbers listed on page 21 is only reflective of South West students who have applied to Downing. A number of students each year will apply to other colleges, or to Oxford, which we cannot easily track. From 2017 the Higher Education Access Tracker will be used to better understand the destinations of the students we interact with. Regarding the Downing acceptance figure (also on p.21) please note the University acceptance rate is generally 1 in 5 - this is reflected in the admissions to Downing for 2016-2017. I can also confirm that the actual spend for access in 2016-17 was £105,989. It should be noted that this figure does not include any payments to students for bursaries, grants etc., and solely covers outreach activities aimed at widening participation.

## 18-16 Annual income and expenditure of the College Archive

Is the College archive separately funded from your library services? What is the annual income and expenditure of the College archive? Please provide a breakdown between the following categories for expenditure; staff, utilities and services, legal fees, insurance, digitisation and conservation. For income, please provide a breakdown of all sources.

## Response

Thank you for your FOI enquiry to Downing College. In answer to your questions the Archive is entirely separate from the Library, although it is physically located within the same building, with a separate reporting line and budget. The Archive budget figures for the last complete year (2016-17) are as follows:

Annual archive expenditure was £1,212. This included the College's annual Harwell membership which covers disaster recovery and currently costs £642 per year. The annual conservation subscription for full membership of the Cambridge Colleges' Conservation Consortium is paid out of the general College budget and the resulting conservation hours are split between the Archive and Library rare book collections on an ad hoc basis, agreed between the College Archivist and Librarian and depending on conservation priorities at the time. All figures are inclusive of VAT.

The College has a water leak detection system installed in records storage areas. The 3 year support contract cost £2754 and this cost was split over two budget years, additional to the archive expenditure above.

The Archive has no income as we do not ordinarily charge for research, access or use and generally request copies of published works in lieu of reproduction fees.

The Archive does not generally incur legal fees and insurance is covered under the College's general cover. The combined staff cost is in the range £20-£30k (including on-costs i.e. NI and pension). I cannot provide you with any further details as this is exempt under section 40(2) (personal data).

## 18-17 Master's benefits

Please provide:

1. Downing's Master's annual salary in pounds sterling, excluding benefits.

**ANS:** The annual salary of the Master amounts to 50% of Step 68 on the University pay scale: £35,002

2. An estimation of the annual net value of any benefits the Master receives as a result of their position, not including equivalent rental value of the Master's accommodation. Please provide the date on which this value estimation was made, and, if possible, break down this value into the main categories of cost (e.g. health insurance, food provided by the college, pension contributions).

**ANS:** Regarding the annual net benefits of the Master:

- there is no entitlement to an annual bonus
- total employer's pension contribution based on Answer 1) is £6,300
- total benefits in kind 2016/17: £2,847, this includes provision for health insurance and accommodation.

Regarding the Master's food entitlement please see Statute XXXVIII 'Of Commons' (p.52) published on our website: [http://www.dow.cam.ac.uk/sites/default/files/dc\\_statutes\\_7july2017.pdf](http://www.dow.cam.ac.uk/sites/default/files/dc_statutes_7july2017.pdf).

3. A list of expenses claimed by the Master and their office for the past three financial years. Please include each expense's value and details of what each was claimed for.

**ANS:** The following figures cover the costs of the Master's overseas travel and hosting events for Downing fundraising:

- 2014-15: £1,338.27
- 2015-16: £1,492.13
- 2016-17: £2,668.63

Any further details, including itemised expenditure, we believe to be exempt from disclosure under section 40(2) (personal data) of the FOI Act.

4. The number of hours which the Master is contracted to work weekly, and other annual contractual obligations.

**ANS:** There are no specified contracted hours.

## 18-18 Average cost of weekly rent

I'm currently writing the alternative prospectus for Downing, both for CUSU and to revise our own current prospectus. As part of the CUSU Alternative Prospectus, they ask for an average figure of how much students pay per week on rent. I was just wondering whether you have access to this information and could let me know what it is?

### Response

Thank you for your enquiry, we will answer this as a Freedom of Information request. I can confirm that the current average cost of weekly rent for undergraduates is £162.43. Please also note, we charge a fixed, all-inclusive Residence Charge with 'no hidden extras'. All electricity, insurance, heating, water, cleaning, maintenance and network services are included in the Residence Charge. We do not charge a termly catering facilities charge. Typically, undergraduate students need only budget for term-time accommodation.

## 18-19 Ethical investments policy

I would like to please request the following information about the College under the Freedom of Information Act.

1. Does the College have an ethical investments policy, or any kind of guidelines or documentations about the kinds of investments it can or should make?

**ANS:** Please see our published Ethical Investments report in our Annual Report & Accounts (p.36)  
[http://www.dow.cam.ac.uk/sites/default/files/dc\\_reportandaccounts\\_2017.pdf](http://www.dow.cam.ac.uk/sites/default/files/dc_reportandaccounts_2017.pdf)

2. If so, please provide a copy of this policy.

**ANS:** As above

3. When was this policy introduced, and when was it last updated?

**ANS:** It has been disclosed since 2003 and we review this policy every year.

4. Which person or committee is responsible for approving college investments?

**ANS:** The Investments Committee. Please see the following quoted from our Annual Report & Accounts (p.36): *'The College employs a firm of advisors that provides a range of pooled funds in which to invest. The Investment Committee is responsible for decisions on asset allocation but does not select individual stocks. This model limits the College's ability to influence investment decisions in particular sectors; however, the managers are aware of areas of concern and regularly interrogate the holdings in the pooled funds.'*

A. If it is a committee, please also provide the names and job titles of the people who currently sit on the committee;

**ANS:** I can confirm the Investments Committee is made up of the following members: The Master, The Senior Bursar, College Accountant, Dr Pratt - Fellow, MCR Treasurer, JCR Treasurer, and six external members including a Reader in Finance from the Judge Business School, and five Downing alumnae.

Regarding your remaining questions please be advised that the College has engaged the services of an investment manager (Partners Capital) whose terms of business include a requirement that the College must not disclose any information in relation to their business or other matters of a confidential nature of which it may be made aware during the period of engagement. This requirement is binding on the College and the disclosure of information would constitute a breach of confidence and be actionable by the investment manager. Furthermore, we believe the commercial interests of both the investment manager and the College would be damaged by providing any further information. Therefore, the exemptions under section 41 (Information provided in confidence) and section 43 (commercial interests) of the Freedom of Information Act are applicable.

B. The dates and minutes of meetings of this committee since May 2015;

C. And any reports which have been produced by or circulated among the committee since May 2015.

5. Has the College rejected any investment proposals or terminated any previously existing investments on ethical grounds since May 2015?

6. If so, please provide details of what these proposals or investments were, and why they were rejected or terminated.

## 18-20 Number of student bedrooms

Please provide the number of student beds you are managing for the 2018-19 academic year, i.e. how much student accommodation is available.

Alternatively please provide the above for the 2017-18 academic year if the latest data is not yet available.

## Response

Thank you for your FOI request to Downing College. I can confirm that we will have 547 rooms available for student accommodation for the 2018/19 academic year.

### 18-21 Maternity / paternity / adoption enhancements

Can you confirm if you operate an enhanced maternity pay policy? If yes, Please provide details of the enhancement offered.

Can you confirm if you operate an enhanced paternity pay policy? If yes, Please provide details of the enhancement offered.

Can you confirm if you operate an enhanced adoption leave pay policy? If yes, Please provide details of the enhancement offered.

### Response

Thank you for your FOI enquiry to Downing College. Please see the following table which outlines the maternity enhancements we offer in these three areas.

	Downing College
<b>Enhanced Maternity</b>	<p>52 weeks' leave.</p> <p>39 weeks' pay, made up of: 18 weeks of normal rate of pay, and statutory rate for the remaining 21 weeks</p> <p>To be paid, must meet statutory earnings threshold and have worked continuously for at least 26 weeks up to the qualifying week.</p> <p>Pay in excess of statutory is repayable on a pro rata basis if does not return to work for at least 3 months.</p>
<b>Enhanced Paternity</b>	<p>1 week's leave at full pay, followed by 1 week at the statutory rate.</p> <p>To be paid, must meet statutory earnings threshold and have worked continuously for at least 26 weeks up to the qualifying week.</p>
<b>Enhanced Adoption</b>	As per Enhanced Maternity.

### 18-22 Meetings with the National Infrastructure Commission

Thank you for your FOI enquiry to Downing College. I received your request via post on the 12<sup>th</sup> June:

'Under the Freedom of Information Act, I would like to request information, including any reports submitted and notes or minutes thereof, from any meetings between your college, or its agents, with the National Infrastructure Commission, or its representatives, between 5<sup>th</sup> October 2015 and the present.'

I can confirm that we have no record of any meetings with this Commission.

## 18-23 History (V100) undergraduate applicants

I kindly request the following data for History (V100) undergraduate applicants in the last three admission cycles.

Please provide, for each anonymized applicant, the following data:

- School leaving qualification applicant undertook (please categorize into the following categories: A-levels, IB, Cambridge Pre-U, Advanced Placement (AP), or other)
- If A-levels were taken, please indicate predicted A-Level Grades
- If the IB Diploma was taken, please indicate applicant's predicted IB Score
- If AP Exams were taken, please indicate achievement in AP Exams
- If Cambridge Pre-U Exams were taken, please indicate achievement in Cambridge Pre-U Exams
- Applicant's performance in Section I (multiple choice section) of the History Admission Assessment
- Applicant's performance in Section II (essay) of the History Admission Assessment
- A yes/no to indicate if applicant was called to interview
- Whether the applicant was interviewed at Cambridge or overseas
- Interview scores for the two interviews
- A yes/no to indicate if offer was made
- A yes/no to indicate if applicant was pooled
- A yes/no to indicate if applicant has received offer from the pool, for the pooled applicants.

## Response

Thank you for your Freedom of Information request to Downing College.

Section 40 of the Freedom of Information Act states that personal data about identifiable living individuals (as defined by the Data Protection Act 2018) is exempt from disclosure, and as Downing College is only a small community we feel that there would be a risk that individuals could be identified if we were to provide you with line-by-line information about each application. However, I am able to provide you with a summary of the information as follows (please note our standard A-level requirement to study at Downing is A\* A\* A).

### 2016

Downing received 11 applications, 5 of these had A-levels and 6 had other qualifications; 2016 admissions assessment scores are not recorded; all 11 applicants were interviewed in Cambridge; the average score for candidate interviews ranged from 2.75 to 8.75; 2 offers were made; 6 were pooled and information for those who were subsequently taken from the Pool is limited as we do not have full access to their records.

### 2017

Downing received 24 applications, 21 of these had A-levels and 3 had other qualifications; average admissions assessment scores (sections 1 & 2) ranged from 1 to 8.7; 22 applicants were interviewed in Cambridge; the average score for candidate interviews ranged from 3.5 to 8.75; 6 offers were made; 6 were pooled and information for those who were subsequently taken from the Pool is limited as we do not have full access to their records.

### 2018

Downing received 13 applications and all had A-levels; 2018 admissions assessment scores are not recorded; all applicants were interviewed in Cambridge; the average score for candidate interviews ranged from 4.5 to 8.25; 5 offers were made; 6 were pooled and information for those who were subsequently taken from the Pool is limited as we do not have full access to their records.

## 18.24 - Female Engineering Undergraduate Interview Outcomes

I am writing to request information about applicants to Downing for Engineering from the last five matriculating years.

Please would you be able to supply the information listed in the table attached for the 2013 to 2017 matriculating years for undergraduate applications to Downing for Engineering.

## Response

Thank you for your FOI enquiry to Downing College. Please find attached your completed table with notes.

Please note, interview scores are not available for applicants for 2014 matriculation and information about applicants offered a place at another college is also not available. I must also advise that section 40 of the Freedom of Information Act states that personal data about identifiable living individuals (as defined by the Data Protection Act 2018) is exempt from disclosure, and as Downing College is only a small community we feel that there would be a risk that the individuals could be identified if we were to provide you with the average interview score of non-male applicants offered a place at Downing.

## 18.25 - History undergraduate applicants

I kindly request the following data for History (V100) undergraduate applicants in the last three admission cycles.

Please provide, for each anonymized applicant, the following data:

- School leaving qualification applicant undertook (please categorize into the following categories: A-levels, IB, Cambridge Pre-U, Advanced Placement (AP), or other)
- If A-levels were taken, please indicate predicted A-Level Grades
- If the IB Diploma was taken, please indicate applicant's predicted IB Score
- If AP Exams were taken, please indicate achievement in AP Exams
- If Cambridge Pre-U Exams were taken, please indicate achievement in Cambridge Pre-U Exams
- Applicant's performance in Section I (multiple choice section) of the History Admission Assessment
- Applicant's performance in Section II (essay) of the History Admission Assessment
- A yes/no to indicate if applicant was called to interview
- Whether the applicant was interviewed at Cambridge or overseas
- Interview scores for the two interviews
- A yes/no to indicate if offer was made
- A yes/no to indicate if applicant was pooled
- A yes/no to indicate if applicant has received offer from the pool, for the pooled applicants

## Response

Thank you for your Freedom of Information request to Downing College.

Section 40 of the Freedom of Information Act states that personal data about identifiable living individuals (as defined by the Data Protection Act 2018) is exempt from disclosure and, as Downing College is only a small community, we feel that there would be a risk that individuals could be identified if we were to provide you with line-by-line information about each application. However, I am able to provide you with a summary of the information as follows (please note our standard A-level requirement to study at Downing is A\* A\* A).

### 2016

Downing received 11 applications, 5 of these had A-levels and 6 had other qualifications; 2016 admissions assessment scores are not recorded; all 11 applicants were interviewed in Cambridge; the average score for candidate interviews ranged from 2.75 to 8.75; 2 offers were made; 6 were pooled and information for those who were subsequently taken from the Pool is limited as we do not have full access to their records.

### 2017

Downing received 24 applications, 21 of these had A-levels and 3 had other qualifications; average admissions assessment scores (sections 1 & 2) ranged from 1 to 8.7; 22 applicants were interviewed in Cambridge; the average



### 18.27 - Inquiries into student events and Prevent duties

I am writing under the Freedom of Information Act 2000 to request information about Charity Commission and/or the Office for Students inquiries into events held at your College.

Specifically, I am asking the following:

1. Have the Charity Commission and/or the Office for Students enquired into events on grounds that they have been potentially in conflict with the College's Prevent duty? If yes:
  - a) How many inquiries have there been in the past two academic years?
  - b) What were the events? Please provide details.
2. Which student societies have faced inquiries into their events, and on what grounds have these inquiries been made?

### Response

Thank you for your enquiry to Downing College. I can confirm that there have been no enquiries from either the Charity Commission or the Office for Students concerning our Prevent duties for events held at Downing College.

### 18.28 - Process for the allocation of accommodation to first year undergraduates

I am sending this request under the Freedom of Information Act to ask for the following information:

This request relates to the process for the allocation of university accommodation to first year undergraduates in your college. This includes the process for determining which first years are located near to which others.

Please can you send me a copy of:

1. The college's current policy on how such accommodation should be allocated

ANS: Please see our website at <http://www.dow.cam.ac.uk/join-downing/information-new-students/august-checklist-undergraduates/college-accommodation> where we advise that rooms are allocated on a first-come first-served basis for new undergraduates and a link to the College accommodation form which new students complete with their room preferences. Please also see our Accommodation Handbook: [http://www.dow.cam.ac.uk/sites/default/files/accommodation\\_handbook\\_2016\\_17.pdf](http://www.dow.cam.ac.uk/sites/default/files/accommodation_handbook_2016_17.pdf) which states in section 1.2.1 'New undergraduates have accommodation allocated directly by the Accommodation Officer once an offer has been confirmed.' The Accommodation Officer will also try and group students together who share the same course subject, usually in groups of 3 or 4, but this is not guaranteed.

2. All guidance issued since 1 Jan 2017 to those responsible for doing the allocation

ANS: There is no special guidance been issued to the Accommodation Officer and the website makes it clear how rooms are allocated.

3. A list of all factors that are taken into account in room allocation and an explanation of how they are taken into account

ANS: as above, on a first-come first-served basis and course subject, allocated by the Accommodation Officer. New undergraduates are asked to state on the accommodation form if they have a medical condition, sensory impairment, physical requirements, or cultural or faith requirements to list them and we will do our best to meet their accommodation preferences.

4. If the process is done by computer, an explanation of the algorithm used (or if you cannot supply this, then please supply the programme code)

ANS: The process is manual completed by the Accommodation Officer.

5. A copy of the blank form(s) that new undergraduates are asked to fill out when requesting first year university accommodation

ANS: Please find a copy of the form at

[http://www.dow.cam.ac.uk/sites/default/files/ug\\_college\\_accommodation\\_form.pdf](http://www.dow.cam.ac.uk/sites/default/files/ug_college_accommodation_form.pdf). A new form for 2018/19 is currently in preparation.

### 18.29 - Governing Body Committee meeting minutes

Please provide the set of meeting minutes of the college's top governing body for the period July 2017 to July 2018 which includes mention of the following:

- Student rent
- Student bursaries
- Admissions
- State school intake
- Pensions
- Capital projects
- Investments
- Student activists
- Divestment
- Intermissions
- Welfare
- Drinking societies
- Sexual misconduct

If it is still not possible to provide the information requested due to the information exceeding the cost of compliance limits identified in Section 12, please provide advice and assistance, under your Section 16 obligations, as to how I can refine my request further to be included in the scope of the Act. I look forward to hearing from you within the next 20 working days.

### Response

Thank you for your FOI request and further clarification to Downing College. I am pleased to attach the relevant Governing Body minutes for 2017-18 (according to your list of key words). There have been some minor redactions made to these minutes and concern the FOI exemptions under section 40 (personal data), section 41 (information provided in confidence), section 43 (commercial interests), or section 22 (information intended for future publication).

### 18.30 - The percentage of students in professional jobs within six months

I am writing to make an FOI request. The information I am requesting is as follows.

- The percentage of students who graduated in 2017 who ended up in professional jobs within six months.
- A percentage breakdown of what line of professional employment these students took, e.g, Legal, Care, Civil Service, etc.

If I could have the information in a digital format sent to this email I would be most grateful.

## Response

Thank you for your FOI request to Downing College. Please be advised that we do not hold this information and you will instead need to visit HESA at <https://www.hesa.ac.uk/news/28-06-2018/sfr250-higher-education-leaver-statistics>

Please also note that in previous years it has been simply titled Destinations of Leavers from Higher Education in the United Kingdom or the DHLE. Please see: <https://www.officeforstudents.org.uk/advice-and-guidance/student-information-and-data/destinations-of-leavers-from-higher-education-survey/>

DLHE data has still been collected in respect of successful leavers from the University as with other HE providers 6 months after their completion of study. However we understand that this will be the final year of DLHE outputs with a new Graduate Outcomes survey being implemented that will look to survey graduates about 15 months after completion of their studies. We understand that the first set of data is due to be published in about 2020.

### 18.31 - Financial support for undergraduates

I am writing as a reporter for *Varsity* in order to submit a Freedom of Information Act request. I would greatly appreciate if you could provide the following information:

1. For context, please provide the total number of undergraduates enrolled at your college in 2017-18 who have:
  - a. UK fee status  
315 undergraduates
  - b. EU fee status  
38 undergraduates
  - c. International fee status  
69 undergraduates
2. How many undergraduates received the following types of financial support in 2017-18? Could you please also divide these figures into separate categories for students who have UK fee status or EU fee status?
  - a. [UK] Government tuition fee loans  
284 Downing undergraduates received tuition fee loans: 265 (UK) and 19 (EU).
  - b. Government maintenance loans  
n/a – we do not receive this information.
3. How many undergraduates received a grant from the Cambridge Bursary Scheme in 2017-18? Could you please also divide the number of students receiving a grant from the Cambridge Bursary Scheme based on whether they have UK fee status or EU fee status?  
80 Downing undergraduates received grants from the Cambridge Bursary Scheme: 75 (UK); 5 (EU).
4. How many undergraduates received the following types of financial support in 2017-18? Could you please also divide the number of students receiving the following types of financial support based on whether they have UK fee status, EU fee status, or international fee status?
  - a. College hardship funds  
UK: 25; EU and Overseas: 9
  - b. College maintenance grants that are open to all students who demonstrate financial need (i.e. that do not have non-financial eligibility restrictions based on nationality, academic performance, etc)

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Downing awards a £500 rent bursary to students on the longer length accommodation contracts. In 2017-18 twelve students were eligible and they all received this award.

- c. College prizes or scholarships subject to eligibility requirements  
Downing College awarded 125 prizes and scholarships based on academic performance.
- d. Private financial support  
We calculate the number of undergraduate students who pay their own fees, have company or institutional support or have funding from the Cambridge Trust, as follows:  
UK - 50; EU – 19; Overseas – 69.

### 5. With regard to government tuition fee loans:

- a. How many students received the maximum loan of £9250 in 2017-18?  
87 first year students received the maximum loan.
- b. How many students received loans between the following intervals in 2017-18?  
197 students received loans according to these remaining categories, the vast majority were in category i. Please also note, every student who applied received the maximum tuition fee loan to which they were entitled.
  - i. £7400-9249
  - ii. £5550-7399
  - iii. £3700-5549
  - iv. £1850-3699
  - v. £1-1849

### 6. With regard to government maintenance loans:

n/a – we do not receive this information.

- a. How many students received the maximum loan of £8430 in 2017-18?
- b. How many students receive loans between the following intervals in 2017-18?
  - i. £6744-8429
  - ii. £5058-6743
  - iii. £3372-5057
  - iv. £1686-3371
  - v. £1-1685

### 7. With regard to the Cambridge Bursary scheme:

- a. How many students received the maximum £3500 grant in 2017-18?  
49 students
- b. How many students receive a grant between the following intervals in 2017-18?  
Due to the small number of students involved, and as Downing is a small community, we decline to provide a further breakdown to ensure that we do not disclose personal data, but 31 students received grants across all of these categories.
  - i. £3000-3499
  - ii. £2500-2999
  - iii. £2000-2499
  - iv. £1500-1999
  - v. £1000-1499

- vi. £500-999
- vii. £1-499

8. How much money did the college spend for the following purposes in 2017-18?
- a. The Cambridge Bursary Scheme
    - i. Please provide the college's expenditure both before and after taking into account the contribution from the University  
Downing College does not know its full and final spend on the Cambridge Bursary Scheme for 2017-18 as the financial year had not ended and the end-of-year reconciliations (with the University, and then between the Colleges) have not yet taken place.
  - b. The provision of hardship grants for unforeseen financial difficulties  
This provision is £23,399
  - c. The provision of maintenance grants that are open to all students who demonstrate financial need (i.e. that do not have non-financial eligibility restrictions based on nationality, academic performance, etc)  
n/a – Downing College does not offer maintenance grants.
  - d. College prizes or scholarships subject to eligibility requirements  
£49,060 for College prizes and scholarships.
9. If applicable, please provide the household income bands that determine whether students qualify for and how much they receive from maintenance grants as described in question 8c.  
n/a – Downing College does not offer maintenance grants.
10. How many undergraduates applied for financial support but did not receive it in 2017-18? If possible, please provide this information for:
- a. The Cambridge Bursary Scheme  
Downing College does not hold this information. Students apply to the Student Loans Company, who then pass information regarding possible financial support to the University.
  - b. College hardship funds  
None
  - c. College maintenance grants that are open to all students who demonstrate financial need (i.e. that do not have non-financial eligibility restrictions based on nationality, academic performance, etc)  
n/a – Downing College does not offer maintenance grants.
  - d. College prizes or scholarships subject to non-financial eligibility restrictions  
Downing College awarded 125 prizes and scholarships based on academic performance.

### 18.32 - Data on wages and employment practices

1. As of August 15th 2018, the lowest hourly wage (excluding benefits) paid by the college to employees, over the age of 18, who are not trainees or apprentices.

Downing's Governing Body has agreed that no permanent employee of Downing College will receive an hourly rate of less than £8.75 per hour. This is effective from 1 August, 2018. Some individuals opt for casual roles, some of which are paid at a lower rate. However, there is full compliance with the National Minimum Wage.

2. Please outline any cash benefits that were given to staff paid your lowest hourly wage, who are over the age of 18, and who are not trainees or apprentices, in the year prior to August 15th 2018 and how these are allocated.

All College staff participate in an annual bonus scheme whereby a sum mainly dependent on the income from the College conference business is shared on a calculated basis. This calculation includes a departmental weighting

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whereby those Departments most closely associated with the provision of conference services are more heavily weighted. These departments include those which employ those on the lowest hourly wage. The bonus is not dependent on the individuals salary.

3. As of August 15th 2018, the number of staff (if any), over the age of 18, who are employed by the college and paid below £8.75 per hour.

No permanent employees are paid below £8.75 per hour.

4. As of August 15th 2018, the percentage of staff employed by the college in non-academic/administrative positions who are over the age of 18 and paid below £8.75 per hour.

No permanent employees are paid below £8.75 per hour.

5. As of August 15th 2018, is the college currently in the process of gaining accreditation from the Living Wage Foundation?

The College reviews the reports from the Living Wage Foundation on an annual basis and considers salary levels in light of these. This has been the College practice for some years. Whilst the College is not, as of August 15th 2018, seeking Living Wage Foundation accreditation, it can confirm that on this date, College salaries were in line with Living Wage Foundation recommendations.

6. The name(s) of any external employment agencies used to provide staff in the year prior to August 15th 2018.

We use a number of employment agencies. For example, Select Appointments, who we use to provide us with a number of catering staff.

7. If the college uses any external employment agencies to provide staff, the number of contracted staff who worked 2 or more hours a day, in any day of the week, for 8 or more consecutive weeks, in the year prior to August 15th 2018, who were paid below £8.75 per hour.

We do not hold this information as contracted staff are paid by an agency.

Please be advised I can provide further clarification to your questions as follows:

1. 'Please could you answer the questions \*exactly\* as they were phrased, i.e. please give an exact wage in question 1'  
The lowest hourly rate for permanent employees (excluding benefits) paid by the College to employees, over the age of 18, who are not trainees or apprentices is exactly £8.75 /hour.
2. 'Please could you also confirm that the figure you provided in answer to Question 1 does \*not\* include holiday pay and refers to the lowest hourly wage paid by the college to employees (INCLUDING casual workers), over the age of 18, who are not trainees or apprentices.'  
£8.75 does **not** include holiday pay. Please see the next question regarding casual workers.
3. 'Since it appears that the answers you gave to questions 3 and 4 were only referring to permanent employees, please could you re-answer these questions in reference to employees on the lowest hourly wage described above. To be clear for example if a casual worker earns £8 per hour plus £1 per hour holiday pay, they should still be counted as a worker earning less than £8.75 per hour in questions 3 and 4.'  
As at 25<sup>th</sup> August 2018, the lowest rate paid to casual workers over the age of 18, who are not trainees or apprentices was £7.83 /hour (excluding holiday pay). Also at this date Downing College employed 57 casual staff (over the age of 18, who are not trainees or apprentices). This was 23% of the total number of non-academic staff and is unusually high due to the large number of conference guests visiting Downing in August.
4. 'Provide \*all\* of the names of the external employment agencies used to provide staff in the year prior to August 15th 2018'  
We have used the following external employment agencies in the 12 months prior to August:
  - Interaction Recruitment

- Select Appointments
- Trade Recruitment
- Hays
- The One Group
- Polkadotfrog
- Office Angels
- Reed

### 18.33 - Staff employment practices and contracts incl. zero hours

1. As of August 16th 2018, the number of staff employed by the college who are working on zero-hours contracts?

We have no staff employed by Downing College who are working on zero-hour contracts

2. As of August 16th 2018, the percentage of staff in non-academic/administrative positions employed by the college who are working on zero-hour contracts?

As 1) above

3. As of August 16th 2018, the number of staff currently employed on contracts from the Temporary Employment Service of the University of Cambridge?

We have no staff currently employed on contracts from the Temporary Employment Service

4. As of August 16th 2018, the percentage of staff employed by the college on contracts from the Temporary Employment Service of the University of Cambridge?

As 3) above

5. As of August 16th 2018, the average current salary per employee (full time equivalent if part time), broken down by gender and pay level within your organisation.

Please be advised that our figures are published on the government's website at <https://gender-pay-gap.service.gov.uk/viewing/employer-details?id=c2KfUQ2gerjc-D19CrGlzw%21%21> and on our own website at [http://www.dow.cam.ac.uk/sites/default/files/gender\\_pay\\_report\\_march2018.pdf](http://www.dow.cam.ac.uk/sites/default/files/gender_pay_report_march2018.pdf).

### 18.34 - Care Leavers and Estranged Students Accommodation

I am currently filling out a form for Class Act, who are looking into what Cambridge already does for care leavers and estranged students, and how it can be improved. They are looking at whether each college offers accommodation all year round and whether any priority is given for students to get lower rent band rooms in the ballot system. I was just wondering whether you could give me an outline of the answers to these questions and if there is anything else of note that might be relevant?

#### Response

Thank you for your enquiry regarding care leavers and estranged students' accommodation and we will deal with this as a Freedom of Information request.

In short the answer to each of your questions for these students, whether Downing College offers accommodation all year round and whether any priority is given in the room ballots, is 'Yes'. When we are made aware of a student in this situation who is coming to Downing we are in touch with them directly about their needs and we treat them as priority in terms of support and in allocating a room. Any room allocated must be one that potentially they can remain in during the whole year - as this is classified as their 'home'. They will also be asked by the Tutorial & Admissions Office in advance of the annual room ballot if they wish to be pre-allocated or to remain in the ballot. We also provide additional Tutorial & DoS support and endeavour as a College to help and support them as far as we can during their time at Cambridge.

### 18.35 - Downing College Library

I'm hoping to gather information about the library collections across Cambridge for a piece to illuminate some of their unique features and put their huge scale in perspective. As a result, I was wondering if you could answer the following questions about the Maitland Robinson Library.

1. How many books does the library contain?

The Library contains approximately 60,000 books. This includes 56,512 catalogue records plus a further 3,184 catalogued rare books.

2. How many first-edition books does the library hold? (I understand if you don't hold records on this and can't answer)

We do not hold records about this.

3. How many users checked out books from the library in the previous academic year, and how many books were checked out?

For the last academic year (October 2017-June 2018) there were 406 active users of the Library. We have recorded the number of books issued for the same period as 7,129 and renewals numbering 9,083 during that academic year.

4. What was the library's most popular book by number of check-outs in the previous academic year, and how many times was it checked out?

Our most popular book for the previous academic year was Keeler & Wothers: *Chemical structure and reactivity: an integrated approach*. Second edition at 24 times issued.

5. What is the oldest edition of a book that the library holds?

Generally, even within rare books, manuscripts, & special collections, Downing has very little that might have been printed, published, or produced during the sixteenth century or earlier. Very little in the Library is earlier than seventeenth century, and where such exists Downing holdings may be quite fragmentary. However, one example of rather early law reporting (1576): *La grande abridgement, collecte & escrie per le iudge tresreuerend Syr Robert Brooke chiuallier, nadgairs chiefe Iustice del common banke*.

6. Although it may be hard to choose, what does the library consider the 'shining jewel' in its collection?

The Library contains an interesting manuscript collection assembled by John Bowtell, a bookbinder, antiquarian collector, author of an unpublished history of Cambridge (the Bowtell manuscripts). The Library also contains holdings bearing upon the history of the College and its founder, for instance, once again a manuscript, now nicely bound, *Sir George Downing: Letterbook 1658*

### 18.36 - College Library enquiry

Please could you confirm:

(1) Whether the college library holds any copies of "As A Man Thinketh" by James Allen and Ben Holden-Crowther (ISBN: 9781788441032)

(2) If yes: how many loans of the book(s) have been made during the last 365 days?

(3) If no: does the library plan to acquire any copies of the book?

### Response

Thank you for your enquiry to Downing College. I can confirm that the Library does not hold a copy of this book and therefore there is no loan history. We are also not planning at this time to acquire any copies.

### 18.37 - Expenditure on wine, scholarship awards and mental health support

I have five questions, all concerning college expenditure in the academic year 2016-17.

[1] How much money did the college spend on wages and equipment for the college nurse?

ANS: the salary of the Downing College Nurse is personal information and therefore exempt under section 40(2) of the FoI Act.

[2] How much money did the college spend on wages for the college counsellor?

ANS: Downing College does not directly employ a Counsellor, but in 2016/17 we spent £24,892 on counselling as part of the University Counselling Service (UCS). In addition, the College now also provides a free and confidential College-Based Counselling service for all undergraduate and postgraduate students registered at the College. Please see the website at <https://www.counselling.cam.ac.uk/cbccouns/downing> for further details.

[3] How much money did the college spend on mental health training for staff and students?

ANS: the College does not have a specific mental health training budget, but we offer student wellbeing support and advice with information on our website at <http://www.dow.cam.ac.uk/students/welfare> including support from College Tutors, and more specifically at <http://www.dow.cam.ac.uk/students/welfare/emotional-support-and-well-being> with details about the free College-based Counselling service for all Downing Students, plus information about a range of organisations offering further support.

[4] How much money did the college spend on cash prizes and awards for students who achieved certain marks in end-of-year examinations? This includes scholars' prizes for attaining a first-class mark, Book Prizes for a high 2:1 and any other cash prize paid to the student as a consequence of examination performance.

ANS: Downing awarded £48,540 for College prizes and scholarships for 2016-17.

[5] How much money did the college spend on providing free alcoholic beverages to Fellows, students, conference guests, attendees of chapel services and any other persons? This includes wine, port, sherry and any other alcoholic beverage.

ANS: It should be noted that College events where alcohol is provided at no charge includes:

1. Some student dinners, e.g. at matriculation and on graduation day
2. Graduands' reception
3. Tutorial receptions and garden parties for students with Tutors and Directors of Studies
4. Development events for alumni and fundraising purposes, e.g. Donors' garden parties
5. MA degree lunches.

Please also be advised that except for a very few formal occasions, Fellows pay for their own wine.

We are unable to separate the amounts spent on beer and minerals, otherwise the figures for the Financial Year 2016-17 are: beer/minerals £3,209; wine (incl. fortified wine) £29,677.

### 18.38 - A100 Medicine Statistics

I was wondering if you could provide me with some statistics for entry to your A100 course. In particular, I was wondering if you could clarify how many people applied to your college during this admissions cycle (if not the previous one) and how many were interviewed, before given subsequent offers. Could you break this down into number of home applicants interviewed and then offered a place, number of EU applicants interviewed and then offered a place and finally the number of international applicants interviewed and offered a place? If possible, could I also obtain the average successful BMAT scores in sections 1 and 2 and the range of scores for these, as well as interview scores for those admitted a place. If the latter is not possible, could I get the average interview of those successful and unsuccessful as well as the range? I also spoke to you about applying on a gap year. I was wondering, for this specifically, do you have any data on how many people applied post qualification. If available, could you provide the same data requested above, but for those who applied during a gap year. I hope this is not too much to ask for and please could you email me for any clarification.

## Response

Thank you for your enquiry to Downing College. We are treating this as a Freedom of Information request and I am pleased to provide you with figures as follows, which I hope will be of interest.

### 1. Applications

	Home	EU	International
Applied	71	12	23
Interviewed	48	6	15
Received offer	13	1	3

### 2. BMAT scores for successful applicants

	Section 1	Section 2
Average score	5.9	6.6
Range of scores	4.6 – 7.3	4.9 – 9.0

### 3. Interview scores

	Successful applicants	Unsuccessful applicants
Average score	7.0	6.0
Range of scores	5.0 – 9.0	3.0 – 9.0

### 4. Post-qualification: applications

	Home	EU	International
Applied	3	1	2
Interviewed	2	1	2
Received offer	1	0	2

### 5. Post-qualification: BMAT scores for successful applicants

	Section 1	Section 2
Average score	6.3	6.2
Range of scores	5.4 – 6.7	4.9 – 7.7

### 6. Post-qualification: interview scores

	Successful applicants	Unsuccessful applicants
Average score	7.3	5.4
Range of scores	6.5 – 8.5	4.0 – 7.0

## 18.39 - Undergraduate BME students

What percentage of your current undergraduate students are BME?

## Response

Thank you for your enquiry to Downing College regarding BME students, which we are treating it as a Freedom of Information request. Please be advised that as at 1<sup>st</sup> December 2017, 12 students identify themselves as Black and Minority Ethnic out of 461 Downing undergraduates. This is 2.6% of the total.

### 18.40 - A100 Medicine Statistics

I was wondering if I could request the BMAT scores (Section 1, 2 and 3) of the current offer holders for the A100 Medicine Course (2018 entry) and their corresponding interview scores, along with their GCSE results.

(By offer holders, I mean applicants who have received either a conditional or an unconditional offer for 2018 entry during the last admissions cycle.)

## Response

Thank you for your FoI enquiry to Downing College. In order to ensure the anonymity of the 16 offer holders and that their personal data is not compromised (section 40 exemption) I can only provide you with the range of scores and totals for GCSE results.

Section 1	Section 2	Section 3	Average Interview scores	GCSE results (totals)
4.6 - 7.3	4.9 - 9	2.5 - 5	7.1 - 8.6	154 A*; 43 A; 2 B

### 18.41 - ENGAA scores

I am a student who will be taking the ENGAA this October. If possible, could you please provide me with the following information for the last 2 years:

- Section 1 scores (in terms of marks or a percentage) for applicants who obtained an offer
- Section 2 scores (in terms of marks or a percentage) for applicants who obtained an offer

Any light you can shed on this information will be greatly appreciated.

## Response

Thank you for your enquiry to Downing College regarding Engineering Admissions Assessment scores which we will treat as a Freedom of Information request. In order to ensure student anonymity I can provide you with a range of marks, but please note that marks are not comparable across years as different marking schemes are used each year.

2016/2017 range	2017/2018 range
6.7 - 14.3	3.3 – 9.0

### 18.42 - Condoms and teabags distributed during Freshers' week

Under the Freedom of Information Act 2014 I request the following information:

How many condoms were distributed to students during Freshers' Week (whether by the university itself or the Students' Union)?

How many teabags were distributed to students during Freshers' Week?

- The cost of both

- A copy of the invoices for condom orders
- A copy of the invoices for teabags
- Who the main supplier for teabags is
- Who the main supplier for condoms is

I would like this information for 2016, 2017 & 2018.

## Response

Thank you for your FoI request to Downing College regarding the number of condoms and teabags distributed to students during Freshers' Week.

I can confirm that we don't especially distribute condoms or teabags during Freshers' Week, so I have no figures to give to you. The College Nurse supplies condoms all year via a bowl outside her room which is re-stocked every week during term time. She also gives out condoms in person if and when requested at her surgery. Likewise, teabags are freely available for a student to use if they visit the nurse.

## 18.43 - Endowment investment assets

I would be very grateful if you could provide a comprehensive list of the College's current endowment investment assets, including the names of the investment managers, funds and investment consultants used.

## Response

Thank you for your FoI request to Downing College regarding our current endowment investment assets. Please may I direct you to our Annual Report and Accounts

[http://www.dow.cam.ac.uk/sites/default/files/dc\\_reportandaccounts\\_2017.pdf](http://www.dow.cam.ac.uk/sites/default/files/dc_reportandaccounts_2017.pdf) where figures are available (p.82 onwards) regarding this.

I should also advise that the College has engaged the services of an investment manager (Partners Capital) whose terms of business include a requirement that the College must not disclose any information in relation to their business or other matters of a confidential nature of which it may be made aware during the period of engagement. This requirement is binding on the College and the disclosure of information would constitute a breach of confidence and be actionable by the investment manager. Furthermore, we believe the commercial interests of both the investment manager and the College would be damaged by providing any further information. Therefore, the exemptions under section 41 (Information provided in confidence) and section 43 (commercial interests) of the Freedom of Information Act are applicable.

## 18.44 - Physical accessibility for disabled students

Attached is a document detailing a request under the Freedom of Information Act 2000 of information relating to your College, with respect to issues of physical accessibility for students and staff needing wheelchair and/or step-free access. Under the Act, a response to the request is required within 20 working days.

## Response

Thank you for your FoI request to Downing College regarding disabled students' access to College. We are treating your five requests as one request and I have attached our last *Strategic Access Review of Student and Visitor areas (2004)*.

Please be advised that in the past fourteen years every project brief at Downing College has included a requirement to consider 'accessibility' issues in their many forms. Wherever possible we have provided improved access and

facilities for our disabled students and guests. The *Strategic Access Review* and in particular its 'Summary of Recommendations' has been an invaluable guide for our designers and planners.

There are also the following links on our website regarding accommodation and other resources for disabled students, with the last link providing some further access information: <http://www.dow.cam.ac.uk/join-downing/undergraduate-admissions/living-downing/students-disabilities> and <http://www.dow.cam.ac.uk/students/welfare/disabilities> and <https://www.disability.admin.cam.ac.uk/access-around-university/access-colleges>.

### 18-45 - Staff clocking in/out

I am currently on my second year, studying a Level 3 diploma in business. We are currently doing a project to do with a particular part of business. I have chosen to do my project on staff working time and how different businesses control or record this. In particular I am interested in whether a Company uses clocking in. I am doing a survey to find out if there is much difference between similar businesses. I have friends who work in different colleges and I know some of them have to clock in using different systems and others don't.

I was wondering if you had a minute to answer a few questions.

1. Does your college use a clocking in system in any of the departments?  
[Yes, staff from two departments, Catering and Housekeeping, use a clocking in/out system.](#)
2. If no how do you record the time of your staff?  
[All departments \(including managerial staff in 1.\) use timesheets to record working hours.](#)
3. If yes what kind of clocking in do you use, is it a computer/smart phone based system or a smart card reader or a clock and card system?  
[We use TimeNet, a computer based system with a terminal outside the staff room. Staff use smart cards to clock in/out.](#)
4. Have you been using this system long?  
[TimeNet has been in the College for at least 10 years.](#)
5. Which departments clock in or is it all the staff?  
[As 1. above](#)
6. If it is only some of the departments, why do they clock in and the others don't?  
[For convenience, these two departments have the highest number of casual workers who work a wide variety of hours.](#)

### 18-46 - Undergraduate students from underrepresented backgrounds and BME

How many undergraduate students from underrepresented backgrounds has your College admitted each year for the past 5 years? Please provide a breakdown of students who are black or minority ethnic (BME), went to a state school, and students from disadvantaged households. Please give the total number of undergraduate students admitted by your College each year as well.

Have you set any targets for the number of BME / disadvantaged / state school educated students you aim to admit in the coming years?

Are you considering any new schemes aimed at widening access? If so, what are these?

Please could you send me copies of any internal or external documents concerning new or proposed schemes aimed at widening access, created between 1 January 2018 and 1 November 2018?

If this information is not readily available, please treat this as a Freedom of Information request. I expect to hear from you within 20 working days from now. If you need any further clarification please do not hesitate to get in touch, my contact details are below.

## Response

Thank you for your FOI request to Downing College regarding widening access to our College.

Regarding underrepresented students and disadvantaged households:

As outlined in the University of Cambridge Access and Widening participation plan, the University uses three measures to define 'under-represented students' and 'disadvantaged households'. More information can be found in the access and widening participation plans dating back to 2006:

<https://www.undergraduate.study.cam.ac.uk/find-out-more/widening-participation/access-and-participation-plans>

**POLAR:** The participation of local areas (POLAR) classification groups areas across the UK based on the proportion of the young population that participates in higher education. It looks at how likely young people are to participate in higher education across the UK and shows how this varies by area. Quintile 1 shows areas with the lowest rate of participation. Quintiles 1 and 2 are classified as 'low participation neighbourhoods.'

**OAC:** Output Area Classification (OAC2011) 76 is a geodemographic segmentation system produced by the UK Office for National Statistics. It is different from POLAR3 in that it is (in part) based on socioeconomic and occupation variables, as opposed to representation in higher education, and therefore provides an alternative indicator of social mobility in higher education. The target areas are outlined in the University Access Agreement, page 20:

[https://www.undergraduate.study.cam.ac.uk/files/publications/university\\_of\\_cambridge\\_access\\_agreement\\_2018\\_19.pdf](https://www.undergraduate.study.cam.ac.uk/files/publications/university_of_cambridge_access_agreement_2018_19.pdf)

**IMD:** Each country within the UK has created their own Index of Multiple Deprivation (IMD). These measures assess geographical areas according to a number of different indicators of deprivation, including low income, unemployment, health deprivation and disability, education, skills and training deprivation, barriers to housing and services, crime, and living environment. As part of our use of contextual data in admissions, we flag applications in the lowest three deciles (1-3). More information about the use of contextual data in admissions can be found

<https://www.undergraduate.study.cam.ac.uk/applying/contextual-data>

The percentage of home undergraduate students admitted from target areas or groups:

	2014	2015	2016	2017	2018
Polar 3 Quintiles 1+2	8.70%	16.50%	5.90%	10.50%	11.20%
OAC Target Groups	9.70%	9.10%	5.90%	3.20%	13.10%
Indices of Multiple Deprivation Deciles 1-3	6.80%	4%	3.90%	6.30%	9.10%

We collect Black Minority and Ethnicity data (BME) which would include British and international ethnicities: Bangladeshi, Pakistani, Indian, Indian other, Chinese, Asian other, Black African, Black Caribbean, other Black background, White and Asian mixed, White and African Caribbean mixed, other mixed background and other ethnic background.

The number of BME students admitted for the past five years:

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	2014	2015	2016	2017	2018
BME	38	41	54	46	51

We also collect the following figures:

The number of home students admitted who attended state schools

	2014	2015	2016	2017	2018
Home and State school Students	65	62	59	55	63

The total number of home students admitted

	2014	2015	2016	2017	2018
Home Students total	99	97	96	93	97

Total number of undergraduate students admitted each year

	2014	2015	2016	2017	2018
Number admitted total (inc. EU and overseas)	130	132	138	130	127

Regarding targets, Downing College works towards the targets set in the University of Cambridge Access and Participation Plan with the Office for students. Please see section 7, pages 26-31

at [https://www.undergraduate.study.cam.ac.uk/files/publications/university\\_of\\_cambridge\\_app\\_2019\\_20.pdf](https://www.undergraduate.study.cam.ac.uk/files/publications/university_of_cambridge_app_2019_20.pdf).

Downing College has also agreed this month that it wishes to appoint a Director of Widening Participation in order to provide a strategic lead to access, outreach, and widening participation work conducted by the College, including planning future partnerships with third sector organisations or setting targets for recruitment.

Please note, while we aim is to encourage students to aspire to higher education in general, our internal discussions on implementation of widening participation strategy are commercially sensitive as we operate in a competitive environment, therefore, we believe that any such paper is exempt from publication under section 43 (trade secrets (43-1) and prejudice to commercial interests (43-2)). However, I am pleased to direct you to information we have already published regarding widening participation and access. Please see the policy on our website: <http://www.dow.cam.ac.uk/join-downing/undergraduate-admissions/widening-participation>, and in our Annual Report p.20-22: [http://www.dow.cam.ac.uk/sites/default/files/dc\\_reportandaccounts\\_2017.pdf](http://www.dow.cam.ac.uk/sites/default/files/dc_reportandaccounts_2017.pdf).

### 18-47 - Systems for sports booking

I am conducting research on sports booking in universities in the UK. Please would you complete the answers to the following FOI questions? For convenience the answers can be inserted into the attached plain text file.

#### Response

Thank you for contacting Downing College, but before I proceed any further I must advise you that we view your FOI request as commercially driven. I should also advise that the College only buys from trusted suppliers; that we are **not** in the market for a sports booking system, and the College objects to what it perceives as an abuse of the Freedom of Information Act to obtain information for marketing purposes. Consequently the College will seek not to buy from any suppliers who act in this manner.

With this in mind, please let me know if you wish to proceed with this request.

### 18-48 - Students accused by fellow students of domestic abuse or stalking

I would like to request the following information under FOI laws.

1. How many students were accused by fellow students of domestic abuse or stalking in each of the last three calendar years 2015-16, 2016-17, and 2017-18 (please break down figures by year)  
**Following guidelines from the Information Commissioners Office regarding reporting small numbers, and as Downing is a small community of students, I can confirm that for the years in question we have had 0-5 recorded incidents concerning complaints of unwanted sexual activity or harassment.**
2. How many of these alleged perpetrators were allowed to continue their studies at the college following an investigation by the college authorities
3. How many of these alleged perpetrators were expelled from the college, following investigations by the college authorities  
**For questions 2 and 3, no students have been removed or excluded from the College.**
4. Please provide the outcomes of each applicable investigation (ie. "Out of the 10 allegations made, seven complaints were upheld and three were dismissed")  
**We take any complaint of alleged sexual assault or harassment very seriously. All matters are investigated, any alleged perpetrators interviewed and appropriate measures taken. However, I cannot provide any further information as Downing is a small community and there is a risk that an individual case could be identified (section 40(2) exemption - personal information).**
5. Please provide the college policy on investigating stalking and domestic abuse allegations within the student body  
**Guidance and support and our Harassment and Sexual Misconduct Policy can be found on our website at <http://www.dow.cam.ac.uk/students/respect-and-dignity/harassment-and-sexual-misconduct-policy>. Please note, Downing employs a College Nurse, and a student's Personal Tutor or Senior Tutor (for undergraduate students) or a student's supervisor or Graduate Tutor (for graduate students) is a student's first point of contact for all pastoral matters. The College also provides a free and confidential College-Based Counselling service for all undergraduate and postgraduate students registered at the College, and in addition to this service will pay for other professional help if needed. Centrally, the University Counselling Service (UCS) provides free support and counselling for students who have experienced sexual misconduct and the University works with rape crisis, the local police, the student union, and national HE**

**bodies to tackle sexual harassment and sexual misconduct. It is up to the student to choose with whom they feel most comfortable sharing their experience with.**

6. Please also provide information about how many of these aforementioned stalking or domestic abuse cases were referred to the police, if any, and any information you may possess about the outcome of the police referral (ie. if arrests were made or charges laid against the alleged student perpetrator)  
**The College did not refer any cases to the police.**

## 18-49 - Prevent duty Data Return

Under the terms of the Freedom of Information act, I would like to request the following information from your college

The following information pertaining to recent information submitted as part of the recent Prevent duty Data Return, scheduled for the 3rd December 2018 deadline:

1. For which specific time period did you provide data? Please provide specific dates.  
From 1<sup>st</sup> August 2017 to 31st July 2018.
2. How many Prevent-related concerns were raised in your college during the reported time period?  
54 welfare cases were referred. This was approved by Governing Body on Nov 23rd 2018 under unreserved business (i.e. with student members present).
3. What numerical value did your college submit in response to the request for information on all welfare cases?  
One concern was referred to the Prevent lead to consider (this related to an external speaker at a non-student run event) and the prevent lead decided no action was needed to mitigate the risk under the prevent duty.
4. Did your College's Governing Body take into account the [CUSU-led open letter](#), which requested that 'all colleges count all tutorial contact as a welfare case for the purposes of the numerical data return', when deciding what information to provide in the Prevent return?  
No, we were not aware of the letter at the time of the Governing Body meeting.
5. If yes to the above (question 4), did your college submit a comment alongside the data submission, as recommended by CUSU? If so, what was stated?  
The number of welfare cases referred is an estimate of all students that Tutors have either been referred or advised to self-refer to any of the University Services (Counselling Service), College Services (College Nurse, College Counsellor) or the Senior Tutor. This figure is only an estimate for two reasons: firstly, it has been necessary to extrapolate the numbers from the records of a subset of the Tutors in post, who often give verbal advice regarding (for example) suggestions to talk to the Nurse without formal written records. Secondly, students are not obliged to access support services via their Tutor and there are significant numbers of students who raise welfare cases after accessing other services. It is not a reliable representation of the total number of welfare cases or the degree of student engagement with support services.
6. Did the College Governing Body liaise with any college student bodies (combination rooms, college student unions, student associations etc.) when deciding what information to provide in the Prevent return?

Yes. The Prevent policy, monitoring and risk assessment, is principally considered at the College's General Purposes Committee and this includes student representation: both the MCR and JCR Presidents and Vice-Presidents are invited to attend. The General Purposes Committee reports to the College Governing Body.

### 18-50 - Downing Art Collection

Under the Freedom of Information Act (2000) I would like to know the following:

1. How much money has the college spent on art in the last three years?
2. Of the total amount, how much was spent on art as an investment?
3. Of the total amount, how much was spent for the purpose of decorating the college?
4. How much is the art collection held by the college worth?

Please respond to this request, within the 20 working days stated in the Act, by return of email to this address.

### Response

Thank you for your FoI enquiry to Downing College regarding our art collection. I have answered your questions 1-4 as follows:

1. The total spent by Downing on purchasing works of art solely for the College since 2015 is £26,354. Please be aware, the College art collection is mostly the result of donated works of art throughout the history of the College with the very occasional purchase of art that features, or is relevant to, the College, including a portrait of each Master.
2. This is not a figure that we record, Downing College does not consciously purchase art as an investment.
3. This is not a figure that we record.
4. Our Annual Report and Accounts p.93 advises the current art value to be £5,232m ([http://www.dow.cam.ac.uk/sites/default/files/dc\\_reportandaccounts\\_2017.pdf](http://www.dow.cam.ac.uk/sites/default/files/dc_reportandaccounts_2017.pdf)) as assessed by Townley Valuation Services Limited on 7 November 2017.

### 18-51 - Investments in cryptocurrency

Under the Freedom of Information Act (2000) I would like to know the following:

1. Does the college have any annual investments in cryptocurrency?
2. If so, how much money was spent on cryptocurrency as an annual investment in the last three calendar years (2016-2018)?
3. If the college has held annual investments in cryptocurrency, which cryptocurrencies were invested in during the last three years and how much was invested into each cryptocurrency (2016-2018)?
4. If the college has held annual investments in cryptocurrency, has the university profited or lost money from its investment? If so, how much has the college profited or lost in investments in cryptocurrency during the last three years (2016-2018)?

Please respond to this request, within the 20 working days stated in the Act, by return of email to this address.

### Response

Thank you for your FoI enquiry to Downing College. Please be advised that we do not have any annual investments in, or have spent money on, cryptocurrency.

## 18-52 - The provision of prayer spaces in College-owned buildings

Under the terms of the Freedom of Information act, I would like to request the following information from your college. The following information pertaining to the provision of prayer spaces in college-owned buildings:

1. Does your college have a prayer room, independent of any college chapel?  
No, we do not have a dedicated prayer room independent of the College Chapel. However, a prayer room has always been made available when required by members or visitors to the College; furthermore the Chapel can be used by people of all faiths or none where appropriate.
2. If no to question 1 [i.e. your college does not have a prayer room], have plans to create one ever been proposed in your college? If yes, what was the outcome? Why did proposals not materialise?  
The provision of a multi-faith space will be discussed as part of the master planning exercise that we are about to undertake.
3. If no to question 1 [i.e. your college does not have a prayer room], has the college received any official complaint from students/staff/prospective students about the lack of facility? If yes, what are the concerns?  
Other than having discussion with members of the JCR, we are not aware of receiving any official complaints.
4. If yes to question 1 [i.e. your college does have a prayer room], what are the arrangements? When was it established? Where is it? How often is it accessible? How is it accessed?  
N/a
5. If yes to question 1 [i.e. your college does have a prayer room], how often is it used? How is it received (positively/negatively)?  
N/a