

## EAST KENT COLLEGE PUBLICATION SCHEME

### Part One - About the Publication Scheme

#### 1. Legal requirement

Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater transparency and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme. 'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

#### 2. What is a publication scheme?

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

Our publication scheme sets out the classes, or categories, of information published and makes clear how the information described can be accessed and whether or not charges will be made. In all circumstances where the College reserves the right to make a charge, this may be waived where the time and work involved in providing the information is not significant.

#### 3. The 'model' publication scheme for further education

East Kent College has adopted the model publication scheme developed for the Further Education sector and is therefore committed to publishing the information it describes. It is based on good practice guidance issued by the Information Commissioner's Office.

This model is designed for further education and sixth form colleges across England, Wales and Northern Ireland. The purpose of the model is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector. However, to reflect the diversity in size and function of our institution, a number of optional classes of information are included.

#### 4. Who we are

East Kent College is a general further education college situated in east Kent. The College primarily serves the needs of East Kent which includes some of the most deprived areas in the south east of England. Most jobs are in the service sector with 85% of work in health and social care, public services, wholesale, retail, finance, business, and hospitality and catering. The College's provision caters for all of these sectors or groups as well as providing training in technology, construction, business and enterprise and a breadth of vocational and professional programmes including higher education courses. The College is based at three campuses, in Broadstairs, Dover and Folkestone with the College's central services (HR, Finance etc) and the Science curriculum being based at Discovery Park, Sandwich. The College also operates a Technical School for 14-16 year olds, a Nursery and The Yarrow, a training hotel at its Broadstairs campus. The College participates in community education

and works in partnership with key organisations within the local community with a network of community centres across East Kent. The College has approximately 8,000 full and part-time students, both young people and adults.

#### **5. Accessing information covered by the publication scheme**

The classes of information we publish are described in part two of the scheme. To request information which is not already published on the College's website, please contact the College at [corporate.services@eastkent.ac.uk](mailto:corporate.services@eastkent.ac.uk). Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.

#### **6. What about information not covered by the publication scheme?**

Under the Freedom of Information Act you can request any information held by a public authority that it has not already made available through its publication scheme. Exceptions to this are personal and sensitive data/information covered by the Data Protection Act 1998 and information that is subject to an exemption under the Freedom of Information Act. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

Requests must be made in writing and, in general, public authorities have 20 working days to respond. Under the Freedom of Information Act, Further Education Colleges are subject to the same response times as schools i.e. if a request is received during college holidays, the response timeline of 20 days starts from the next official working day. If the request requires significant resource to collate the information required, we reserve the right to charge a fee, which will be to be calculated according to Fees Regulations. Where fees are warranted, the College will advise the applicant accordingly.

#### **7. Feedback**

It is important that this publication scheme meets your needs. If you find the scheme difficult to understand or to read, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to [corporate.services@eastkent.ac.uk](mailto:corporate.services@eastkent.ac.uk). If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body which oversees the Freedom of Information Act, address as follows:

Information Commissioners Office,  
Wycliffe House, Water Lane,  
Wilmslow,  
Cheshire SK9 5AF

More information about the Freedom of Information Act is available on the Information Commissioner's website at: [www.ico.org.uk](http://www.ico.org.uk)

**Part Two - Publication Scheme for Further Education**

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

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

Class	Description	Source
Legal framework	Further and Higher Education Act 1992	HMSO Website
	Instrument and Articles of Government	Paper
How the College is organised	Organisation chart	Paper
	Executive team details	Website
	Corporation structure	Website
	Corporation membership	Website
Organisations with whom the College works in partnership	Business and community organisations	Paper
Location and contact details	College site maps and directions	Website

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

Class	Description	Source
Financial information	Annual accounts	Paper
	Financial audit reports	Paper
	Information about capital programmes	Paper
	Property strategy	Paper
	Financial regulations including procurement procedures	Paper
	Staff pay and grading structures	Paper
	Pensions (LGPS and Teachers' schemes)	Paper
	Register of suppliers	Paper
	Contracts	Paper
	Remuneration of senior staff	Paper
	Travel and subsistence allowances	Paper

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

Class	Description	Source
Corporation and business plans	College Strategic Plan	Website
	Annual Report	Website
Teaching and Learning Strategy/Academic Quality and Standards	Self-Assessment Report	Paper
	Quality Improvement Plan	Paper
	Curriculum Development Plan	Paper
	Examinations regulations/timetable	Paper
External review information	Board minutes	Paper
	Ofsted AAV reports	Ofsted website
Corporate relations	Links with stakeholders	Paper
Government and regulatory reports	Ofsted inspection reports	Ofsted website
	QAA reviews of HE provision	Paper

#### 4. How we make decisions

Class	Description	Source
Board/committee minutes and other groups	Agendas and public minutes of full Corporation meetings	Website
	Agendas and public minutes of Corporation Committees	Paper
	Equality and Diversity advisory committee meetings	Paper
	Students' Union meeting minutes	Paper
	Safeguarding committee meeting minutes	Paper

#### 5. Policies, procedures and other supporting documentation

Class	Description	Source
Policies and procedures for conducting college business/general	Anti-bribery Policy	Website
	Anti Harassment & Bullying Policy	Website
	Assistance Dogs Procedure	Website
	Code of Conduct for Governors	Website
	Complaints procedure	Website
	Corporate and Social Responsibility Policy	Website
	Debt Policy	Website
	Equality and Diversity Policy	Website
	Equality and Diversity annual report and Equality Action Plan	Website
	Governor Expenses Policy	Website
	Guest Speaker Policy	Website
	Instruments and articles of government	Paper
	Financial regulations	Paper
	Fundraising and Events Policy	Paper
	Procurement Policy	Website
	Publication Scheme	Website
	Subcontracting Policy	Website
Treasury Management Policy	Website	
Whistleblowing Policy	Website	
Student policies and procedures	Accessibility Statement	Website
	Additional Learning Support policy	Website
	Admissions policy	Website
	Assessment and Examinations Policy	Paper
	Fees Policy and full and part time course fees information	Website
	Guest Speaker Policy	Website
	Management of Complex Behavioural Needs Policy	Website
	Safeguarding and Preventing Extremism and Radicalisation Policy	Website
Student Attendance and Punctuality Procedure	Website	

	Student Code of Conduct	Website
	Student Disciplinary Policy	Paper
	Student Health and Wellbeing Policy	Paper
	Student Union constitution	Paper
	Student Voice surveys	Paper
	Technical School Policies and procedures	Website
Human Resources	Capability Policy	Paper
	Disciplinary Policy	Paper
	Equal Pay Policy	Website
	Generic terms and conditions of employment	Paper
	Grievance procedure	Paper
	HR Strategy	Paper
	Maternity, Paternity and Adoption Leave Policy	Website
	Recruitment of Staff Policy	Website
	Sickness Policy	Paper
	Staff Annual and Special Leave Policy	Website
	Staff Code of Conduct	Website
	Staff Development Policy	Paper
	Staff vacancies	Website
	Support and Wellbeing Policy	Website
	Vetting and DBS checks Policy	Website
Health & Safety	Health & Safety Policy	Website
Data and IT	Data Protection and CCTV policy	Website
	Records Management Policy and Records Retention Schedule	Paper
	IT Acceptable Use Policy	Paper
Nursery	All policies and procedures	Paper

## 6. Lists and Registers

Class	Description	Source
Lists and registers	Corporation members' register of interests	Paper
	Gifts and Hospitality register	Paper
	Asset register	Paper
Disclosure logs	Freedom of Information disclosure log	Paper

**7. The services we offer**

<b>Class</b>	<b>Description</b>	<b>Source</b>
Facilities	College sites	Website
	Refectories	Website
	Restaurants	Website
	Hairdressing & Beauty Therapy Salons	Website
Student Services/Marketing	Advice and Guidance	Website
	Enrichment programme	Website
	Welfare facilities	Website
	Course directories and online course information	Website
	Open Events	Website
	Information for students	Website
	Media releases	Website