

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, East Kent College Group's (the Group) 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 charges will be made. In all circumstances where the Group 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

The Group 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

The Group is a general further education provider situated in East Kent and is a major employer with over 1400 staff and turnover in excess of £60m. The Group primarily serves the

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needs of East Kent which includes some of the most deprived areas in the south east of England. The Group's Colleges and business units provide training in technology, construction, business and enterprise and a breadth of vocational and professional programmes including A levels and higher education. The Group has six Colleges which are located in Ashford, Broadstairs, Canterbury, Dover, Folkestone and Sheppey. The Group also operates Junior Colleges at Broadstairs and Folkestone for 14-16 year olds, three Nurseries, a training hotel and a commercial sports centre.

The Group offers a comprehensive community education and prison education provision and works in partnership with key organisations within the local community with a network of community centres across East Kent. The College has approximately 12,000 full and part-time students which include young people and adults. The Group also works alongside a number of the area's key employers to provide a range of Apprenticeships.

5. Accessing information covered by the publication scheme

The classes of information we make available to the public are described in part two of the scheme. To request information which is not published on EKC Group's website or the individual College and business unit pages on the Group website (sources noted as 'paper' in Part 2 of the scheme), please contact foi@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. How to make a request

Requests must be made in writing and, in general, public authorities have 20 working days to respond. All requests should be submitted to foi@eastkent.ac.uk. 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.

We will not normally charge for requests for information but where the cost of complying with a request involves excessive time to research and collate the information, we will apply a direct labour charge of £25 per hour. If the request involves sending copies of documents via post we will charge 10 pence per copy plus VAT and postage. Where fees are warranted, we will advise the requestor accordingly.

There are certain circumstances where we will not provide information. This includes where:

- We do not hold the information.
- The disclosure is prevented by law or exempt under the Freedom of Information Act or is otherwise considered to be protected from disclosure.
- Information in a draft form.

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- Information is no longer readily available, is archived or difficult to access.
- The request relates to personal data under the terms of the Data Protection Act 2018 and the data subject has not consented to disclosure of their data.
- Disclosure could damage the Group’s commercial interests and data security or adversely affect the health, safety and wellbeing of staff, students and visitors.
- The cost of complying with the request exceeds the designated appropriate limit of £450.

Where we are unable to provide information, we will inform you of the reasons. We may also have to justify our decisions to the Information Commissioner’s Office.

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 FOI@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

Part Two - Publication Scheme for Further Education

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	Website
How The Group is organised	Organisation chart	Website
	Group Leadership team details	Website
	College/Business Unit Leadership team details	Website
	Corporation structure	Website
	Corporation membership inc Governor names	Website
	Scheme of Delegation	Website
Location and contact details	Directions	Website

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2. What we spend and how we spend it

Class	Description	Source
Financial information	Annual accounts	Website
	Financial audit reports	Paper
	Information about capital programmes	Paper
	Property strategy	Paper
	Financial regulations including procurement procedures	Website
	Staff pay and grading structures	Paper
	Pensions (LGPS and Teachers' schemes)	Paper
	Remuneration of senior staff	Website
	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 monitoring reports	Ofsted website
Corporate relations	Links with stakeholders	Paper
	Public Value Statement	Website
Government and regulatory reports	Ofsted inspection reports	Ofsted website
	Quality Assurance Agency 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
	Students' Union meeting minutes	Paper
	Safeguarding committee meeting minutes	Paper

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5. Policies, procedures, statements and other supporting documentation

Class	Description	Source
Corporate policies and procedures	Anti-bribery and Fraud Policy	Website
	Anti Harassment & Bullying Policy	Website
	Anti Slavery and Human Trafficking Statement	Website
	Assistance Dogs Procedure	Website
	Code of Conduct for Governors	Website
	Complaints procedure	Website
	Corporate and Social Responsibility Policy	Website
	Debt Policy	Website
	Environmental and Sustainability Policy	Website
	Equality and Diversity Policy	Website
	Governor Expenses Policy	Website
	Guest Speaker Policy	Website
	Financial regulations	Website
	Fundraising and Events Policy	Website
	Procurement Policy	Website
	Publication Scheme	Website
	Risk Management Policy	Website
	Subcontracting Policy	Website
	Tendering Procedures	Website
	Treasury Management Policy	Website
Whistleblowing Policy	Website	
Student related policies and procedures	Accessibility Statement	Website
	Additional Learning Support policy	Website
	Admissions policy	Website
	Assessment and Examinations Policy	Website
	Fees Policy and full and part time course fees information	Website
	Guest Speaker Policy	Website
	Higher Education policies and procedures	Website
	Management of Complex Behavioural Needs Policy	Website
	Managing Applicants and Students with Criminal Convictions Policy	Website
	Managing Students with EHCPs Procedure	Website
	Plagiarism Policy	Website
	Positive Management of Student Behaviour Policy	Website
	Safe Campus Policy	Website

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	Safeguarding and Preventing Extremism and Radicalisation Policy	Website
	Student Attendance and Punctuality Procedure	Website
	Student Code of Conduct	Website
	Student Disciplinary Policy	Website
	Student Health and Wellbeing Policy	Website
	Student Union constitution	Paper
	Junior College policies and procedures	Website
Staff related policies and procedures	Support for Improvement Policy	Paper
	Disciplinary Policy	Paper
	Equal Pay Policy	Website
	Generic terms and conditions of employment	Paper
	Grievance procedure	Paper
	Maternity, Paternity and Adoption Leave Policy	Paper
	Recruitment of Staff Policy	Website
	Attendance Policy	Paper
	Staff benefits	Website
	Staff Code of Conduct	Paper
	Staff Development Policy	Paper
	Staff vacancies	Website
	Entitlement and Wellbeing Policy	Website
	Vetting and DBS checks Policy	Website
Health & Safety	Health & Safety Policy	Website
Data and IT	Data Protection policy	Website
	Data Protection Impact assessments	Paper
	Privacy notices	Website
	CCTV policy	Paper
	Records Management Policy and Records Retention Schedule	Paper
	IT Acceptable Use Policy	Paper
Nurseries	All policies and procedures	Paper
Reports and statements	Gender Pay Gap report	Website
	Trade Union Facility time report	Website
	Office for Students Transparency report	Website
	Equality and Diversity objectives	Website
	College performance table	Website
	Student Protection Plan	Website
	Careers Progression Statement	Website

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

Class	Description	Source
Facilities	College/Business unit sites	Website
	Refectories and Restaurants	Website
	Hairdressing & Beauty Therapy Salons	Website
	Canterbury College Gym and Sports Centre	Website
	The Yarrow Hotel	Website
	Student Union	Website
	Nurseries	Website
Student Services/Marketing	Advice and Guidance	Website
	Enrichment programme	Paper
	Welfare facilities	Website
	Course directories and online course information	Website
	Open Events	Website
	Student bursary and financial support information	Website
	Term dates	Website
	Media releases	Website