PUBLICATION SCHEME

Under the Freedom of Information Act 2000, as well as responding to specific requests for information, EKC Group (the Group) are obliged to publish information proactively in a Publication Scheme. This commits the Group to make information available as part of normal business activities. The information covered is defined in "classes". Additional, sector specific, definition of these classes is in the ICO's model for FE Colleges which EKC Group has adopted.

The classes of information the Group make available to the public are described below. To request information which is not published online (sources noted as 'paper'), please contact foi@eastkent.ac.uk. Please note that the publication scheme relates to 'published' information, this material has already been prepared in a format ready for distribution.

This Publication Scheme should be read alongside the Model Publication Scheme and Definition Document for Colleges of Further Education and EKC Group Freedom of Information Policy.

Class of information	Examples of information	Source
Who We Are and What We Do *Organisational information, locations and contacts*	Further and Higher Education Act 1992	Online
	Instrument and Articles of Government	Website
	Ofsted reports	Online
	Organisation chart	Website
	Leadership team details (Group)	Website
	Leadership team details (College/Business Unit)	College Websites
	Corporation Structure & Membership	Website
	Scheme of Delegation	Website
	Contact information	Website & College Websites
	Gender Pay Gap	Website
What We Spend and How We Spend It *Information relating to projected/actual income and expenditure, tendering, procurement and contracts*	Annual accounts & audit reports	Website
	Financial regulations including procurement procedures	Website
	Information about capital programmes / property Strategy	Paper
	Remuneration of senior staff	Website

	Staff pay, grading structures & pensions	Paper
	Travel and subsistence allowances	Paper
What Our Priorities Are and How We Are Doing *Strategy and performance information, assessments and reviews*	Group Strategic Plan	Website
	Key Performance Indicators	Website
	Equality & Diversity Action Plans	Website
	Performance tables & results	Online
	Public Value Statement	Website
How We Make Decisions *Policy proposals and decision-making processes, internal criteria and consultations*	Agendas / minutes of Corporation meetings	Website
	Students' Union meeting minutes	Paper
	Safeguarding Committee meeting minutes	Paper
Our policies and procedures *Current written protocols for delivering our functions and responsibilities*	Published policies and procedures	Website
	Internal procedures and guidance	Paper
Lists and registers *Information held in registers required by law and other lists and registers relating to the functions of the authority*	Corporation members' register of interests	Paper
	Gifts and Hospitality register	Paper
	Freedom of Information disclosure log	Paper
The Services We Offer *Advice and guidance, booklets and leaflets, transactions and media releases*	College/Business unit sites including Open Events	College Websites
	Course directories and online course information	College Websites
	EKC Facilities i.e. Nurseries, Sports Centre, Salons	College Websites
	The Yarrow Hotel	Website
	Student Union	College Websites
	Advice, Guidance & Welfare facilities	College Websites

	Enrichment programme	Paper
	Student financial support information	College Websites
	Term dates	College Websites
	Media releases	Website

ASSOCIATED POLICIES & PROCEDURES

- EKC Group Freedom of Information Policy
- EKC Group Data Protection Policy & associated procedures
- EKC Group Retention Schedule
- EKC Group Financial Regulations and related policies