North Kent College Publication Scheme

This Publication Scheme is based on the "Model" publication scheme, designed by the Information Commissioner's Office ("ICO"), alongside sector specific best practice and guidance, which has been developed to assist FE Colleges to set out the kinds of information the ICO would expect an FE College to provide in order to meet their commitments under the Freedom of Information Act 2000.

The College Publication Scheme sets out information the College publishes or intends to publish, routinely. It is not a list of actual publications, as this is likely to change as new material is published or existing material is revised. The information is categorised into sections for ease of use below:

1. **Who is the College and what it does:**

Class	Description	Source	Cost of obtaining
Legal Framework	Instrument and Articles of Government	Website	N/A
How the College is organised	Senior Leadership Team	Website	N/A
	Corporation Board (Governor Profiles)	Website	N/A
Organisations with whom the College works in partnership	Business and community organisations	Website	N/A
Location and contact details	College site locations and directions	Website	N/A
Student activities	Student union	Website	N/A
	Non-academic activities for students	Website	N/A

2. **What the College has spent and how it was spent:**

Class	Description	Source	Cost of obtaining
Financial Information	Annual accounts	Website	N/A
	Financial audit reports	Paper	N/A
	Financial Regulations (including Procurement & Tender Processes)	Paper	N/A

Class	Description	Source	Cost of obtaining
	Staff Pay and grading	Paper	N/A
	Pensions (LGPS and Teachers Schemes)	www.kentpensionfund.co.uk www.teacherspension.co.uk	N/A
	Staff allowances and expenses	Paper	N/A

3. What the College's priorities are and how it is doing

Class	Description	Source	Cost of obtaining
External Review Information	Board Minutes	Website	N/A
Government and Regulatory Reports	Ofsted Inspection Reports	www.ofsted.gov.uk	N/A
Teaching and Learning Strategy	Academic Quality and Standards	Paper	N/A
	Examinations Regulations	www.jcq.org.uk	N/A
	Exam Timetables	Paper	N/A

4. How the College makes decisions

Class	Description	Source	Cost of obtaining
Board/Committee Meetings	Agendas and public minutes of full corporation meetings	Website	N/A
	Minutes of meetings where key decisions are made about the operation of the College	Website	N/A

5. Policies and Procedures

Class	Description	Source	Costs associated
Policies and procedures for conducting College business	Actual Subcontracting Fees	Website	N/A
	College Purchasing Terms & Conditions	Website	N/A
	Fees Policy	Website	N/A
	Online Payment Terms & Conditions	Website	N/A
	Public Value Statement	Website	N/A
	Refund & Compensation Policy	Website	N/A
	Subcontracting Supply Chain Fees Policy	Website	N/A
	Gifts & Hospitality Policy	Website	N/A
	Safeguarding Policy	Website	N/A
	Prevent Policy	Website	N/A
Student Policies & Procedures	Academic Misconduct Policy	Website	N/A
	Learner Assessment Appeals Policy	Website	N/A
	Student Disciplinary Policy & Procedure	Website	N/A
	Punctuality & Attendance Policy	Website	N/A
Higher Education Policies & Procedures	Complaints Procedures	Website	N/A
	HE Freedom of Speech Policy	Website	N/A
	HE Assessment Appeals Policy	Website	N/A
HR Policies & Procedures	Dignity at Work Policy	Paper	N/A
	Disclosure and Barring Scheme Policy	Website	N/A
	Family Friendly Policy	Paper	N/A
	Sickness Absence Policy	Paper	N/A
	Redundancy Policy	Paper	N/A
	Staff Disciplinary Policy	Paper	N/A
	Staff Grievance Policy	Paper	N/A
	Staff Employment Policy	Paper	N/A

Class	Description	Source	Costs associated
	Staff Capability Policy	Paper	N/A
	Staff Code of Conduct	Paper	N/A
	Recruitment of Ex-Offenders Policy	Website	N/A
Equality Policies & Procedures	Equality & Diversity Policy	Website	N/A
	Gender Pay Report	Website	N/A
	Equality Objectives	Website	N/A
	Equality & Diversity Annual Report	Website	N/A
Health and Safety Policies	Health & Safety Policy	Paper	N/A
Data and IT Policies	Data Protection	Website	N/A
	Freedom of Information	Website	N/A
	IT Policy	Paper	N/A
Nursery Policies	Nursery Policy	Website	N/A
	Nursery Safeguarding Policy	Website	N/A
Complaints Policy	Complaints Procedures	Website	N/A
	Procedure for Complaints against the Corporation, Board Members and Clerk	Website	N/A
	PIDA Policy & Procedures	Website	N/A
Estate Management Policies	Temporary Card Rules	Paper	N/A
	Code of Conduct for Contractors	Paper	N/A

6. Lists and Registers

Class	Description	Source	Costs associated
Lists and registers	Corporation members register of interests	Paper	N/A
	Gifts and Hospitality	Paper	N/A

7. The services offered by the College

Class	Description	Source	Costs associated
Facilities	Nursery	Website	N/A
	Refectories	Website	N/A
	Restaurants	Website	N/A
	Hair and Beauty	Website	N/A
	NKC Facilities Hire	Website	N/A
Student Services	Advice & guidance	Website	N/A
	Welfare and Counselling	Website	N/A
	Funding available to students	Website	N/A
	Course directories	Website	N/A
	Open events	Website	N/A
	Press releases	Website	N/A
	Information for students	Website	N/A