

Kent MAN Ltd Publication Scheme

Version 2.0
May 2010

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1 Preliminary Details

1.1 Contact information

Postal Address	Kent MAN Ltd Canterbury Christ Church University, Rochester House, St. Georges Place, Canterbury, Kent, CT1 1UT
Telephone	01227 782640
Fax	01227 782635
Email	support@kentman.net.uk

1.2 Document History

Version	History
Draft Version 0.1	Original by Paul Kentish, based on UKERNA document
Draft Version 0.2	Incorporates amendments to classes suggested at UK MANs Group 9 th July 2003
Draft Version 0.3	More detailed information on publications included presented to Exec Committee
Draft Version 0.4	Revised for Board Meeting 24 th September 2003
Draft Version 0.5	With minor revisions, following Board Meeting 24 th September 2003
Version 1.0	First published version for approval by the Information Commissioner
Draft Version 1.9	Major revision by Jon Aldington to comply with the updated model information scheme effective 1 st January, 2009
Version 1.9a	Minor revision incorporating comments from David Hayling and Paul Kentish and approved by the Board
Draft Version 1.9b	Minor Revision incorporating change of registered address and membership.
Version 2.0	Approved by the Executive Committee 13 th May 2010.

1.3 Document Approval

This Document is approved by the Executive Committee on behalf of the Board of Directors.

1.4 Definitions

Term	Meaning
FEC	College of Further Education
HEFCE	Higher Education Funding Council for England
HEI	Higher Education Institution
Help Desk	The Kentish MAN Help Desk operated by the NOC
JANET	The UK's Education and Research Network (http://www.ja.net/)
JANET(UK)	Manages the operation and development of JANET on behalf of JISC (Joint Information Systems Committee)
JPA	JANET Partner Agreement – Defines how JANET(UK) and the RNO work together
Kentish MAN	The regional network connecting Kent's education institutions
Kent MAN Ltd	The company limited by guarantee responsible for operating the Kentish MAN
MAN	Metropolitan Area Network (now referred to as a Regional Network)
NOC	Kent MAN Ltd Network Operations Centre
RNO	Regional Network Operator (i.e. Kent MAN Ltd)

SJ5

SuperJANET5 – the national academic and research backbone

1.5 Copyright

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2 Introduction

2.1 The Freedom of Information Act 2000

The Freedom of Information Act received Royal Assent on 30 November 2000. The Act requires all public bodies to adopt and maintain a publication scheme. Kent MAN Ltd is a public body for the purposes of this legislation, since it is a company wholly owned by bodies that are public authorities: viz. UK higher education institutions with campuses located in the county of Kent.

The purpose of the scheme is to ensure that a significant amount of information is available to the general public, without the need for a specific request to be made to the company. The scheme does not limit in any way other rights that people may have to information, nor does it limit in any way the amount of information that Kent MAN Ltd otherwise publishes outside the scheme.

2.2 The New Model Scheme 2009

The Information Commissioner's Office (ICO) introduced a new model publication scheme which became effective on 1st January, 2009. The new scheme represents a substantial revision to the earlier version. This publication scheme is based on the ICO's "Definition Document for Wholly Owned Companies", available on the ICO website.

This document constitutes the publication scheme of Kent MAN Ltd.

2.3 Full Title of Public Authority operating this publication scheme

The Public Authority is Kent MAN Ltd.

2.4 Job Title of Person Responsible for Scheme

The Chief Executive Officer is responsible for the company's compliance with the Act.

2.5 Responsibility for maintaining the scheme on a day to day basis

The Business Manager will maintain the scheme on a day to day basis and enquiries should be addressed via the Company's registered office.

2.6 Agencies Contained within the Publication Scheme

The five members of the company, Kent MAN Ltd, are public authorities and have their own publication schemes. They are:

- Canterbury Christ Church University
- Kent County Council
- The University for the Creative Arts
- The University of Greenwich
- The University of Kent.

3 Use of the Publication Scheme

3.1 Access to the scheme

This version of the scheme is available on the Kent MAN Ltd web site, details of which are set out in section 3.3 below.

3.2 Structure of the scheme

The publication scheme detailed in this document contains the bulk of available information about Kent MAN Ltd and its operation. If new areas of operation or activities create new classes of information, these will be added when the publication scheme is reviewed. There are a few exemptions under the Act and these are detailed in footnotes for each class.

In order to inform the public as to what information will be automatically, or routinely, made available by Kent MAN Ltd, the different classes of information are:

<i>Class</i>	<i>Title</i>	<i>Definition</i>	<i>Reference</i>
1	Who we are and what we do	Organisational information, structures, locations and contacts	6.1
2	What we spend and how we spend it	Financial information relating to projected and actual income and expenditure, procurement, contacts and financial audit	6.2
3	What our priorities are and how we are doing	Strategies and plans, performance indicators, audits, inspections and reviews	6.3
4	How we make decisions	Decision making processes and records of decisions	6.4
5	Our policies and procedures	Current written protocols, policies and procedures for delivering our services and responsibilities	6.5
6	Lists and registers	Any information we are currently legally required to hold in publicly available registers	6.6
7	The services we offer	Information about the services we offer, including leaflets, guidance and newsletters	6.7

The content of each class of information is separately detailed in this document at the reference given in the above table. The scheme gives the title of the piece of information, details of the format in which it is available, and details of the class of information into which it is classified.

Some information provided by Kent MAN Ltd and included within the classes in the publication scheme may not have originated from within the company. Although every attempt has been made to ensure that the current version of such information is available, in such cases readers should contact the originator of the information if in any doubt.

3.3 Requests for Information

The publication scheme and the documents to which it refers are available in English. Given the nature of the company's business and in line with the Information Commissioner's recommendations, Kent MAN Ltd seeks to make the majority of the information that it disseminates available on its website:

<http://www.kentman.net.uk>

Documents which are published on the web site can normally be made available in printed format.

3.4 Charges

At present, Kent MAN Ltd does not generally charge for its printed material, although charges may be levied on a case by case basis, based on recovering the costs of printing. Charges are likely to be levied where multiple copies of a document are requested. Information available on the web site is available free of charge, although users are liable for their own costs of Internet access to the site and for any costs incurred in printing information available on the web site.

The company wishes to continue to make as much information as possible available on a free of charge basis. However, this policy will be kept under review and the institution of a wider charging regime is not precluded for the future.

3.5 Copyright

It should be noted that the information made available via the publication scheme is copyright and may not be reproduced without the permission of the copyright holder.

3.6 Changes to the scheme

Kent MAN Ltd intends to review the contents of the scheme on an annual basis.

4 Further Information

The Business Manager is responsible for the maintenance of the publication scheme and is accountable to the Chief Executive Officer who is responsible for the company's compliance with the Freedom of Information Act.

In circumstances where a particular item of information is not available on the company's web site, where there are difficulties with access to the site, or where there are other areas where particular assistance is required, application should be made to:

Kent MAN Ltd,
Canterbury Christ Church University,
Rochester House,
St George's Place,
Canterbury,
Kent, CT1 1UT

Tel: 01227 782640

Fax: 01227 782635

Email: support@kentman.net.uk

5 Classes of Information

5.1 Key to the classes

Unless indicated otherwise, all the information is available on the company web site <http://www.kentman.net.uk>. Some information is additionally available in different formats, and, exceptionally, some information is available only in a different format. This key is used in each class of information to identify the format in which the information within each class is available:

* Not available on the company web site

PD: Printed document

RR: Regular report

6 The information

6.1 Who we are and what we do

Organisational information, structures, locations and contacts. This class includes current information only.

Ref	Format	Title	Location
1.01	PD	Memorandum and Articles of Association	Website
1.02	PD	Company Registration Details	Website
1.03	PD	Membership of the Board of Management	Website
1.04	PD	Membership and Terms of Reference of the Executive Committee	Website
1.05	PD	Kent MAN Ltd organisation structure	Company Office
1.06	PD	Contact Points	Website

Exclusions – communicating with Kent MAN Ltd. Some telephone numbers and other contact details are restricted for use by named contacts at sites being served by the Kentish MAN. These numbers and details are not made public as their misuse by unauthorised persons may jeopardise the service being provided to the connected sites on the MAN. **Personal Data** – which is classified as such under the Data Protection Act 1998.

6.2 What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Information is included for the current and previous financial year.

Ref	Format	Title	Location
2.01	PD	Annual Report and Accounts, including Auditor's Report	Company Office
2.02	PD	Kent Man Ltd Procurement Procedure	Website
2.03	PD	Staff and board members allowances and expenses	See Note 1

Note 1 – The Staff and board members are employed by the member institutions, and not by Kent MAN. The member institutions should be contacted directly for this information.

Exclusions – Audit and Accounts All commercially sensitive information, e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair, i.e. if tender information is released to a third party prior to the end of the tender period, those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

6.3 What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews. Information is published for the current year and previous three years.

The information on company strategies and plans, audits, inspections and reviews is contained within the minutes of the Board Meetings, AGMs and EGMs, and the minutes of the Executive Committee. Kent MAN Ltd does not hold separate documents detailing this information. See section 6.4 for this information.

For information on the performance of our network connections, see section 6.7 of this document.

6.4 How we make decisions

Decision making process and records of decisions. Information is published for the current year and previous three years.

Ref	Format	Title	Location
4.01	PD	Minutes of Board Meetings, AGMs and EGM's	Website
4.02	PD	Minutes of the Executive Committee	Website
4.03	PD	Agendas and supporting papers for committee and sub-committee meetings	Website

Exclusions – Minutes of Meetings, Agendas and Supporting Papers: All commercially sensitive information, e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair, i.e. if tender information is released to a third party prior to the end of the tender period, those who initially submitted tenders could be undercut and/or unfairly disadvantaged. Detailed technical information, such as configuration of the network equipment is also excluded where it could be used unlawfully to affect the service being provided by the company. Personal data, which is classified as such under the Data Protection Act 1998.

6.5 Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities. This class of information includes current documents only.

Ref	Format	Title	Location
5.01	PD	Policies and procedures for conducting company business	Company Office
5.02	PD	Policies and procedures for delivering our services	Company Office
5.03	PD	Policies and procedures for recruiting and employing staff	Company Office
5.04	PD	Customer Service including complaints procedure	Website
5.05	PD	Records Management and personal data policies	Company Office
5.06	PD	Charging Regimes and Policies	Website
5.07	PD	Kent MAN Ltd policies for the operation and use of the Kentish MAN regional network	Website

6.6 Lists and registers

Any information we are currently legally required to hold in publicly available registers.

Kent MAN Ltd has determined that there is no information falling into this category additional to the information held in the other categories above and below.

6.7 The Services we offer

Information about the services we offer, including leaflets, guidance and newsletters

Ref	Format	Title	Location
7.01	PD	Kent MAN Ltd description of services	Website
7.02	RR	Network schematic overlaid on map of Kent	Website
7.03	RR	Aggregated network traffic data (limited to the last two years)	Website

Exclusions – Detailed technical information, such as configuration of the network equipment, where this could be used unlawfully to affect the service being provided by the company.