

Kent MAN Ltd Publication Scheme



operating the Kentish MAN

*Version 1.0
October 2003*

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1 Preliminary Details

1.1 Contact information

Postal Address	Kent MAN Ltd Canterbury Christ Church University College, North Holmes Road, Canterbury, Kent, CT1 1QU
Telephone	01227 782640
Fax	01227 782635
Email	support@kentman.ac.uk

1.2 Document control

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

1.3 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
JOD	JANET Operations Desk (operated by ULCC, http://www.ulcc.ac.uk)
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)
RPAN	Regional Partner Academic Network (i.e. the Kentish MAN)
SJ4	SuperJANET4 – the national academic and research backbone
UKERNA	UK Education and Research Networking Association (http://www.ja.net/)

1.4 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.

This document constitutes the publication scheme of Kent MAN Ltd.

2.2 Full Title of Public Authority operating this publication scheme

The Public Authority is Kent MAN Ltd.

2.3 Job Title of Person Responsible for Scheme

The Company Secretary is responsible for the company's compliance with the Act.

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

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

2.5 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 College
- Imperial College London
- The Kent Institute of Art and Design
- 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 published as a printed document. This document is also 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	Company Governance	The company's corporate governance framework	6.1
2	Company Organisation	The organisation of the company and details of its management structure.	6.2
3	Company Finances	The financial position of the company.	6.3
4	Kentish MAN Services	Details of the services provided by the company and information related to these services.	6.4
5	Policy	Information relating to policies for connection to and use of the Kentish MAN.	6.5
6	Communicating with Kent MAN Ltd.	The procedures for reporting operational and other problems and making complaints to the Company.	6.6

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, Kent MAN Ltd seeks to make the majority of the information that it disseminates available on its website:

<http://www.kentman.ac.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 Company Secretary is responsible for the company's compliance with the Freedom of Information Act.

The Chief Executive Officer is responsible for the maintenance of the publication scheme.

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 College,
North Holmes Road,
Canterbury,
Kent, CT1 1QU

Tel: 01227 782640

Fax: 01227 782635

Email: support@kentman.ac.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.ac.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 Class 1

Company Governance: The Company's corporate governance framework

Ref	Format	Title	Location
1.01	PD *	Memorandum and Articles of Association	Company Office
1.02	PD *	Company Registration Details	Company Office

6.2 Class 2

Company Organisation: the organisation of the Company and details of its management structure.

Ref	Format	Title	Location
2.01	PD	Membership of the Board of Management	Website
2.02	PD	Membership and Terms of Reference of the Executive Committee	Website
2.03	PD	Minutes of Board Meetings, AGMs and EGMs (limited to last two years)	Website
2.04	PD	Minutes of the Executive Committee (limited to last two years)	Website
2.05	PD	Agendas and supporting papers for committee and sub-committee meetings-limited in each case to the previous meeting.	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 information about the 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.

6.3 Class 3

Company Finances: the financial position of the Company.

Ref	Format	Title	Location
3.01	PD	Annual Report and Accounts, including Auditors' Report	Company Office
3.02	PD	Assets Register	Company Office
3.03	PD*	VAT Records– limited to the last financial year	Company Office
3.04	PD	Financial Standing Orders and Regulations	Company Office
3.05	PD	Risk Assessment Summary	Website

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.

6.4 Class 4

Kentish MAN Services: Details of the services provided by the company and information related to these services.

Ref	Format	Title	Location
4.01	RR	Network schematic overlaid on map of Kent	Website
4.02	RR	Aggregated network traffic data (limited to last two years)	Website

Exclusions – Network configuration data where this could be used unlawfully to affect the service being provided by the company.

6.5 Class 5

Policy: Information relating to policies for connection to and use of the Kentish MAN.

Ref	Format	Title	Location
5.01	PD	Kent MAN Ltd Policies for the operation and use of the Kentish MAN regional network	Website

6.6 Class 6

Communicating with Kent MAN Ltd: The procedures for reporting operational and other problems and making complaints to the Company.

Ref	Format	Title	Location
6.01	PD	Reporting Procedure	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.