

Procedure	Publication Scheme Procedure GEN C03
Document owner	Principal & CEO
Date first implemented	2004
Date last reviewed	June 2020
Date of next review	June 2022
Date governor-approved	-
Associated documents	
Reference documents	Freedom of Information Act 2000
Initial reviewing body	Clerk & Company Secretary
Final approval body	Senior Leadership Team
Published on website	Yes

Purpose	To set out the College's publication scheme.
Scope	Any matters affected by the Freedom of Information Act 2000, as they pertain to the College.
Equality, Diversity & Inclusivity	<p><i>"[Derwen] College is committed to promoting equality, good relations and to challenging discrimination. This is reflected in all College policies, procedures, processes and practices."</i> <i>Derwen College Equal Opportunities Policy</i></p> <p>Derwen College's ethos is to embrace diversity, to offer equality of opportunity, and to treat every individual fairly and with respect. Equality, diversity and inclusivity are embedded throughout the organisation. This policy should be applied in accordance with this ethos.</p> <p>If you would like a copy of this document in a different format, such as large print, please contact the Human Resources Department who will provide help with alternative formats.</p>

Adopting a publication scheme is a requirement of the **Freedom of Information Act 2000**. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available pro-actively, through a publication scheme.

'Public authorities' are defined in the Act and include universities, general further education colleges and sixth form colleges.

Derwen College is a Registered Charity, and operates primarily under Charity legislation. It is not therefore a public authority. However, it does receive public funds and therefore addresses any requests for information on a case by case basis. It aims to be as transparent as possible in its operation and governance.

A publication scheme is a document, which describes the information a public authority publishes, or intends to publish.

Some of the information is available for download or printing directly from the website. If it is not then please address all applications for information to:

Clerk & Company Secretary
Derwen College
Oswestry
Shropshire
SY11 3JA

Tel 01691 661234
Email carol.thompson@derwen.ac.uk

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Publications

<i>Publication</i>	College Brochure
<i>Format</i>	Printed publication & on website www.derwen.ac.uk
<i>Availability</i>	College Reception/on request/website
<i>Charge</i>	No charge
<i>Publication</i>	Strategic Plan
<i>Format</i>	Printed publication
<i>Availability</i>	College Reception/on request
<i>Charge</i>	No charge
<i>Publication</i>	Self-Assessment Report
<i>Format</i>	Printed publication
<i>Availability</i>	College Reception/on request
<i>Charge</i>	No charge