

## **CORPORATION POLICY ON PUBLIC ACCESS TO MEETINGS AND PUBLICATION OF MINUTES AND PAPERS**

The Instrument and Articles of Government require that the Corporation has a policy on:

- a) The attendance, at any of its meetings, of persons who are not Members of the Corporation Board and;
- b) The publication and inspection of minutes and papers relating to those meetings.

The Corporation Board has adopted the following policy in relation to attendance and access to minutes and papers:

The Corporation endorses the principles laid down by the Committee on Standards in Public Life for those holding public office, two of which refer to accountability and openness. It will endeavour to ensure that the transaction of its business is as transparent as possible and that Members of the Corporation Board and its Committees are accountable for their decisions.

### **1. Agendas for Corporation Board and Committee Meetings**

Agendas are split into two sections as follows:

Part I Agenda: Papers available to the public

Part II Agenda: Confidential – papers not available to the public and circulated only to those Governors eligible to receive them.

### **2. Criteria to Determine Confidentiality of Business**

The business of the Corporation will generally be open to public scrutiny. The Corporation and its Committees, however, reserve the right to keep certain matters confidential. Business can only be qualified as confidential if it satisfies one or more of the following criteria:

- a) Items relating to a named individual and/or a person employed at or proposed to be employed at the College, including the Clerk
- b) Items relating to a named student at, or candidate for admission to, the College
- c) Information provided in confidence by a third party who has not authorised its disclosure

- d) Consideration of the financial position of the College where disclosure might harm the College or its competitive position, as determined by the Corporation
- e) Consideration of financial or other information relating to procurement decisions, including that relating to the College's negotiating position
- f) Where appropriate, professional advice received from or instructions given to the College's professional advisers
- g) Discussion of any legal proceedings in which the Corporation is involved
- h) Information planned for publication in advance of that publication
- i) Any other matters which are judged by the Corporation Board or its Committees, by reason of its, nature, to be commercially sensitive.

### **3. Attendance at Meetings**

- a) Attendance at the Corporation Board shall be restricted to include Members of the Corporation Board, the Principal and Chief Executive and the Clerk to the Corporation
- b) Attendance at Committees shall be restricted to include those Members appointed by the Corporation Board to that Committee, the Principal and Chief Executive and the Clerk to the Corporation
- c) The attendance of any other person at meetings of the Corporation Board and its Committees shall be determined in advance by the Chair of that meeting. This will include staff, students, professional advisors or observers and, where applied to attendance at meetings of a Committee, may also include Governors who are not appointed as a Member of that Committee
- d) When required by the Chair, the Principal and Chief Executive with the Clerk shall make arrangements to ensure that members of staff are in attendance at meetings of the Corporation Board and its Committees where they may be required to provide professional advice on the business to be considered at that meeting
- e) Each meeting shall determine the exclusion of attendees for any item of business which is deemed to be confidential in nature, in accordance with the criteria listed in Section 2 above
- f) The Corporation has the discretion under the provisions of the relevant clauses in the Instrument of Government to exclude certain governors for specific items of business.

### **4. Publication of Minutes and Papers**

The Minutes of the Corporation Board and its Committees will be made available for inspection during normal office hours and on the College website following their approval by the Corporation Board or relevant Committee. Minutes shall remain available on the College website for a minimum period of 12 months.

Minutes relating to those items of business that have been excluded by virtue of their confidentiality will not be made available for public inspection or on the College website.

Any papers produced for the Corporation Board and Committees, which are not designated as confidential, will be made available for inspection in the office of the Clerk to the Corporation from the day following the meeting at which they were considered.

In accordance with the Instrument of Government, where a Governor is to be excluded from a meeting, papers for those related items of business will not be provided to the Governor(s) concerned in advance of the meeting.

The Corporation Board shall annually review all material that has been excluded from inspection and shall make available any material where it is satisfied that the reason for dealing with the matter on a confidential basis no longer applies, or where it considers that a disclosure in the public interest outweighs the reason for its prior confidentiality.

Public inspection of materials which relate to the business of the Governance Panel shall be restricted to the advice provided to any meeting of that Panel and any subsequent advice to the Corporation Board; other than any advice which the Governance Panel is satisfied should be dealt with on a confidential basis. The Terms of Reference of the Governance Panel shall be made available on the College website.

Further information on this policy is available from the Clerk to the Corporation.

## **5. Monitoring and Reviewing**

The Policy will be monitored on a regular basis. The Policy will be reviewed by the Clerk to the Corporation on a three yearly basis prior to consideration by Policy and Resources Committee and approval by the Corporation Board.

## **6. Management Responsibility**

The Clerk to the Corporation Board is responsible for the Policy.

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