

POLICY ON ATTENDANCE AT MEETINGS, ACCESS TO COLLEGE BUSINESS & CONFIDENTIALITY

(Approved by the Corporation on 15 July 2004; amended July 2006; 1 January 2008)

1 ATTENDANCE AT CORPORATION MEETINGS

1.1 Meetings of the Corporation are split into three sections as follows:

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| SECTION A | General Public Information |
| SECTION B | Items confidential to members only, but where minutes and resolutions are for the public records |
| SECTION C | Confidential items to members only and where Staff and Student Members through a resolution made by the Corporation may be excluded, and minutes and resolutions are not for the public record |

1.2 Agendas and other papers for Corporation meetings are organised so that they reflect this structure of business.

2 CONSIDERATION OF CONFIDENTIAL BUSINESS BY THE CORPORATION (INCLUDING COMMITTEES)

2.1 The Corporation's policy is that as much business as possible will be conducted in public but the Corporation reserves the right to keep certain matters confidential. The Corporation uses the following criteria for deciding on confidentiality

- consideration of the financial position of the College where disclosure might harm the College or its competitive position, as determined by the Corporation
- consideration of financial or other information relating to procurement decisions, including that relating to the College's negotiating position
- items containing personal information relating to an individual (other than a member of staff of the College)
- information provided in confidence by a third party who has not authorised its disclosure
- Information relating to the negotiating position of the college in industrial relations matters.
- Legal advice received from or instruction given to the college legal advisors
- where appropriate, professional advice received from or

- instructions given to the College's professional advisers
- information planned for publication in advance of that publication
- any other matters the publication of which would, in the Corporation's view, be detrimental to the College's interests
- where the appointment, remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement of any member or prospective member of staff are to be considered (except that the staff governor may attend where the matter relates only to a member or prospective member of staff holding a post at the same level or junior to his or her own post)

2.1 The Corporation will agree, at the end of each meeting, which items, if any, should be kept confidential, bearing in mind the criteria for confidentiality listed above. As a general rule, confidential papers will come into the public domain within one year of their first publication. However there will be papers which must remain confidential - either because they contain information relating to individuals, or contain information which the Corporation has decided for specific reasons should not be made public.

2.2 The Corporation will annually review all confidential meetings and agree on which minutes can be released within the public domain.

3 MINUTES OF CORPORATION & COMMITTEE MEETINGS

3.1 Formal minutes of Corporation and committee meetings are prepared and submitted to the next ordinary meeting of the Corporation. Items which are confidential in terms of the criteria set out in paragraphs 2.1 and 2.2 of this policy are prepared separately and submitted in the appropriate Part of the Corporation agenda.

3.2 All approved minutes of Section A and the resolutions of Section B will be published to all Members of the Corporation and published on the College website and in the Learning Resource Centre for members of the public. The definition of approved minutes is when the Committee and or Corporation has authorised the Chairman to sign the minutes as an accurate record. Section B of Committee minutes will only be published, with the Corporation papers, to those Members of the Corporation who are not Staff and Student Members.

4 ATTENDANCE AT CORPORATION MEETINGS BY PERSONS WHO ARE NOT CORPORATION MEMBERS

4.1 The Corporation shall decide through a resolution whether a person should be allowed to attend any of its meetings where that person is not a member, the Clerk or the Principal.

5 ATTENDANCE AT COMMITTEE MEETINGS BY PERSONS WHO ARE NOT COMMITTEE MEMBERS

- 5.1 Members of the public and representatives of the press shall not be admitted to meetings of committees of the Corporation.
- 5.2 Subject to 5.6 below, the Principal shall be entitled to attend meetings of any committee of which (s)he is not a member.
- 5.3 The Clerk to the Governors shall attend meetings of all committees except that s/he shall withdraw from that part of any meeting at which his/her remuneration, conditions of service, conduct, suspension, dismissal or retirement are to be considered.
- 5.4 The Principal is authorised to invite other members of staff to attend committee meetings as the need arises.
- 5.5 The chairman of any committee may permit the attendance of any other person at a committee meeting after having taken the advice of the Principal and the Clerk.
- 5.6 All committees shall have the right to exclude any person who is not a member of the committee from all or part of a meeting should this be warranted by the nature of the business to be considered.

6 ACCESS TO COLLEGE DOCUMENTATION

- 6.1 Information about College activities is generally available to the public on request and further details are published in the College's Freedom of Information Publication Scheme.