

POLICY ON ACCESS TO MINUTES AND PAPERS OF THE CORPORATION AND COMMITTEES

1. The agenda of each Corporation and Committee meeting (except for Search and Remuneration Committees) will be made available for public inspection on the college website.
2. Non confidential papers considered by the Corporation will be made available upon request to the Clerk of the Corporation.
3. Non confidential minutes of the Corporation and Committees will be made available on the college website and access to non-confidential minutes of meetings of the Corporation and Committees are available upon request to the Clerk to the Corporation.
4. The following criteria have been approved in considering whether material should be dealt with on a confidential basis:-
 - (a) Due regard shall be taken of the need to ensure openness in relation to the proceedings of the Corporation and its standing Committees and to the requirements of the Instrument and Articles of Government
 - (b) Due regard should be given to the recommendations of the Nolan report that holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
 - (c) Examples of material which may be considered to be confidential are:-
 - (i) Material relating to a named person employed at or proposed to be employed at the institution (this will also apply to prospective members of the corporation)
 - (ii) Material relating to a named student at, or candidate for admission to, the institution
 - (iii) Information relating to an identifiable group of staff or students at the institution
 - (iv) Information relating to contract negotiations
 - (v) Commercially sensitive information
 - (vi) Information which may have long term legal implications or contain legal advice which if revealed may prejudice the colleges position
 - (vii) Other sensitive information which if widely available would detrimentally affect the college. This would include the financial or other stability of the college.
 - (d) The reasons for the decision to require any material to remain confidential shall be duly recorded in the minutes of the meeting and the period for which it is to remain confidential.
 - (e) The Corporation and Committees will review items which have been identified as confidential bi annually and shall release information which has not been identified as being confidential indefinitely when this no longer requires to be held confidentially.

Implemented November 2007
Taken from Appendix 4 of the Standing Orders