



QAP	7.4.5
ISSUE DATE	June 2006
AUTHOR	A Theakston
SHEET	1 of 3
Nº OF FORMS	
REVIEW	APRIL 2008

## Quality Assurance Policies and Procedures

### ACCESS TO INFORMATION

**1 The corporation shall ensure that a copy of:**

- the agenda for every meeting of the corporation
- the draft minutes of every such meeting, if they have been approved by the chair of the meeting
- the signed minutes of every such meeting, and
- any report, document or other paper considered at any such meeting

shall, in each case as soon as may be, made available during normal office hours at the institution to any person wishing to inspect them.

**2 There may be excluded from any item required to be made available in pursuance of paragraph of the above any material relating to:**

- a named person employed at or proposed to be employed at the institution
- a named student at, or candidate for admission to, the institution, and
- any matter which, by reason of its nature, the corporation is satisfied should be dealt with on a confidential basis.

**3 The Corporation Policy in Relation to Access of Information is:-**

**3.1 Documents Generally Available**

- agendas, papers, and minutes of governing body meetings
- statement of policy on attendance at governing body and committee meetings
- annual financial statements and annual reports
- College charter
- College prospectus
- summary of the College inspection report



QAP	7.4.5
ISSUE DATE	June 2006
AUTHOR	A theakston
SHEET	2 of 3
REVIEW	EXEC DRAFT

- information on examination results
- register of interests
- code of conduct
- instrument and articles of government
- code on access to information

### 3.2 Criteria for Confidentiality

- personal information relating to an individual
- information provided in confidence by a third party who has not authorised its disclosure
- financial or other information relating to procurement decisions, including that relating to the College negotiating position
- information relating to the negotiating position of the College in industrial relations matters
- information relating to the financial position of the College where disclosure might harm the College or its competitive position, as determined by the governing body
- legal advice received from or instructions given to the College legal advisors
- information planned for publication in advance of that publication.

3.3 The Clerk to the Governors will maintain a file titled 'Confidential Information' which will be kept with the minute books.

3.4 When confidential minutes or supporting papers in respect of board or committee meetings are withheld in accordance with clauses 1.14.1, 1.14.2 and Appendix 1 of the Standing Orders they shall be annotated with the date of the meeting at which they were withheld and kept on the file.

3.5 The Clerk to the Governors will, in conjunction with the chairman and Principal, review the file at least once a quarter and as soon as information is no longer



QAP	7.4.5
ISSUE DATE	June 2006
AUTHOR	A theakston
SHEET	3 of 3
REVIEW	EXEC DRAFT

deemed to be confidential it will be made available to the public in the same way as non confidential items.

3.6 Confidential items which will always remain confidential e.g. a disciplinary report with named individuals will be marked "Hold Indefinitely".

3.7 College Website

The College website has a 'Governors only' section (passworded) and a public section. Minutes of all meetings will be published on the governor's only section. Non confidential board minutes will be published on the public section when signed by the Chairman. Non confidential committee minutes will be published on the public section when approved by the Committee Chairman.