

<b>POLICY/PROCEDURE TITLE:</b>	<b>ATTENDANCE AT CORPORATION AND COMMITTEE MEETINGS ACCESS TO CORPORATION AND COMMITTEE MINUTES AND PAPERS COMPLAINTS TO THE CORPORATION</b>
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<b>ISSUE DATE:</b>	<b>OCTOBER 2014</b>
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<b>LAST REVIEW DATE:</b>	<b>N/A</b>
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<b>NEXT REVIEW DATE:</b>	<b>OCTOBER 2018</b>
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## **1. Access to Corporation and Committee Meetings**

Any access to meetings of the Corporation by non-members as observers is at the discretion of the Corporation.

Members of the Senior Management Team shall routinely be invited to present at Corporation and committee meetings except where items are deemed to be confidential to governors and/or identified as for discussion by governors only.

In line with Article 8, all Corporation members are entitled to attend committee meetings as observers but should only participate in discussion if invited to do so by the Committee chair.

The Clerk to the Corporation shall be entitled and expected to attend meetings of all committees except that he or she shall withdraw from that part of any meeting at which the Clerk's remuneration, conditions of service, conduct, suspension, dismissal or retirement are to be considered.

The Principal is authorised to invite other members of staff to attend committee meetings.

The Chair of any committee may invite the attendance of any other person at a committee meeting after having taken the advice of the Principal and the Clerk.

## **2. Minutes of Corporation and Committee Meetings**

Under Instrument 17(3), a copy of the agenda, papers and draft minutes of every meeting of the Corporation are required to be made available to members of the public. In line with the College's Information Publication Scheme, all minutes of Board and Committee meetings are held in the Principal's office and copies should be requested through the Clerk to the Corporation.

Approved minutes of Corporation meetings will be posted onto the College website and be available to members of the public. They will be held there for a minimum of 12 months following publication.

Minutes of all committee meetings are published on the College website following approval by the Chair of the committee and will be retained for a minimum period of 12 months.

### **3. Confidential Board Matters**

In the interest of openness, the Board's policy is that details of Corporation business will generally be available to the public but nevertheless the Board reserves the right to keep certain matters confidential. A category of reserved minute will be included where items are not considered to be in the public interest at this time. The criteria for confidentiality is:

- i. Consideration of the financial position of the College where disclosure might harm the College or its competitive position, as determined by the Board
- ii. Consideration of financial or other information relating to procurement decisions, including that relating to the College's negotiating position
- iii. Items containing personal information relating to an individual
- iv. Information provided in confidence by a third party who has not authorised its disclosure
- v. Where appropriate, legal and professional advice received from or instructions given to the College's professional advisers
- vi. Information planned for publication in advance of that publication
- viii. Any other matters the publication of which would, in the Board's view, be detrimental to the College's interests

The Board has the discretion under the provisions of the relevant clauses in the Instrument of Government to exclude staff and student governors for specific items of business. Where such exclusions may take place, papers for the relevant items will not be provided to staff and student governors in advance of the meeting.

Items classified as confidential will be reviewed at Search & Governance Committee and the classification reversed if the item is no longer deemed confidential.

### **4. Complaints about the Corporation Board**

Any member of the public wishing to make a complaint against the Board or against an individual governor should put the matter in writing to the Clerk to the Corporation via the College. In consultation with the Chair (or, if the complaint relates specifically to the Chair, the Vice-Chair) the Clerk is authorised by the Board to arrange for any such complaint to be investigated and to report to the Skills Funding Agency if in her judgement this is warranted by the nature of the complaint.

The Clerk will ensure that a full response is made to the complainant and, where a lengthy investigation is undertaken, that the complainant is kept advised of progress.