



NORTH NOTTINGHAMSHIRE COLLEGE CORPORATION POLICY ON ATTENDANCE AT MEETINGS AND ACCESS TO CORPORATION BUSINESS

Purpose

In accordance with the Instruments and Articles of Government this document sets out the College's Policy on Attendance at Corporation and Committee meetings by non-members; Publication of Minutes of Corporation and Committee meetings and Access to Information relating to Corporation business.

Scope

The policy is applicable to members of the public, Corporation members, College staff and learners.

Access and Attendance at Corporation and Committee meetings by non-members

There is no public access to Meetings of the Corporation.

The Corporation may, at its discretion, invite persons who are not members of the Corporation to attend meetings. Any such invitations will be issued through the Clerk or Deputy Clerk. Such persons may only speak if invited to do so by the Chairman. The Principal has delegated authority to invite senior members of staff of the College to attend meetings of the Corporation if they are required to present a report.

The Corporation have agreed that Student members may be accompanied by another student, who will have observer status only.

The Corporation may appoint external co-opted members to a Committee of the Corporation. Such members are approved by the Corporation on an individual basis on the advice of the Search Committee.

All Corporation members have the right of attendance at all Corporation Committee meetings unless excluded pursuant to the Instrument and Articles of Government.

Members' attendance at Corporation and Committee meetings is recorded and monitored by the Clerk and/or Deputy Clerk and is reviewed on an annual basis.

Publication of Minutes

All requests for information held by the College are considered under the requirements of the Freedom of Information Act 2000 (FOIA). The FOIA promotes greater openness and accountability across the public sector by requiring public authorities to proactively publish information they hold through a Publication Scheme. The College's Publication Scheme describes the information the College has made available.

Approved Minutes of Corporation meetings and Committee meetings not classed as confidential are available for public inspection on the College's website, from the office of the Deputy Clerk and from the College Library. Minutes will be retained on the website for a period of one year.

Confidential Minutes

Minutes which have been determined by the Corporation or one of its Committees to be of a confidential nature, either because of reference to individuals or a requirement for commercial confidentiality, will be excluded from public inspection.

The Corporation undertakes a regular review of all material excluded from public inspection and where it is satisfied that the reason for dealing with the matter on a confidential basis no longer applies, or where it considers that the public interest in disclosing the information outweighs that reason, any such material will be made available for inspection.

In accordance with the Instrument of Government Clause 17(1) the Corporation will ensure that a copy of:

- (a) the agenda for every meeting of the Corporation;
- (b) the draft minutes of every such meeting, if they have been approved by the Chair of the meeting;
- (c) the signed minutes of every such meeting; and
- (d) any report, document or other paper considered at any such meeting,

shall as soon as possible be made available during normal office hours at the institution to any person wishing to inspect them.

There shall be excluded from any item made available for inspection any material relating to:

- (a) a named person employed at or proposed to be employed at the institution;
- (b) a named student at, or candidate for admission to, the institution;
- (c) the Clerk or
- (d) any matter which, by reason of its nature, the Corporation is satisfied should be dealt with on a confidential basis.

Should any person wish to make a complaint regarding the availability of information relating to the Corporation, this should be raised through the College's formal Complaints Procedure which can be accessed through the College's Quality Unit.

Requests for any information relating to Corporation business will be monitored by the Clerk/Deputy Clerk.

Access to the Policy

This policy will be made available on the College website, accessed via 'Information' and 'Governance'.

Relationship to existing Policies

Freedom of Information Policy
Data Protection Policy.

Review arrangements

This policy will be reviewed on an annual basis. All College policies are reviewed by the Quality Management Group in terms of equality and diversity impact measures.

Responsibility

Deputy Clerk and College Secretary, who is also the FOI Act Contact/Co-ordinator.