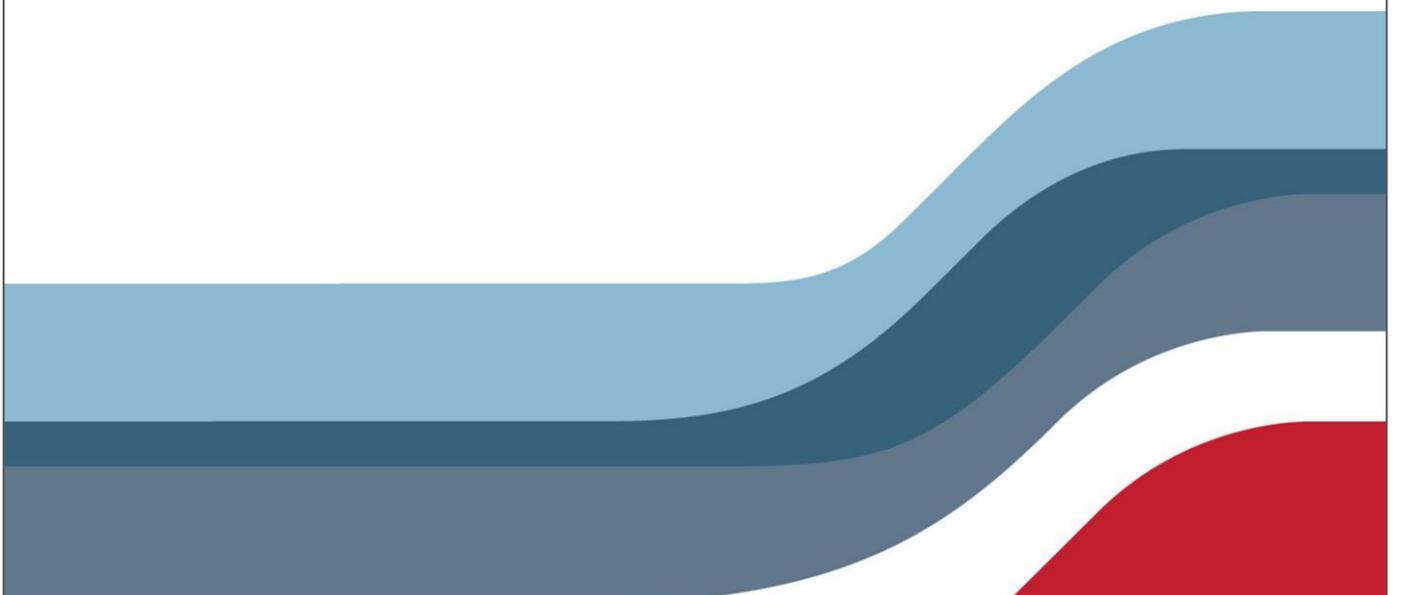


# **Access to Corporation Business & Confidentiality Policy & Procedures**

July 2016



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## **1. Key principles**

1.1 Each college is accountable under the law and its decisions may be challenged if the college is alleged to have:

- Failed to fulfil its legal duties, acted outside its powers
- Acted unreasonably
- Failed to ensure that the provisions of natural justice have been followed in relation to actions affecting individuals.

1.2 The purpose of this policy is to ensure that the Corporation meets its responsibilities in relation to ensuring that there is accountability and openness in the conduct of business. Attendance and access to the business of the Corporation, including meetings and confidential documents is detailed in the procedures.

## **2. Scope**

This policy relates to all meetings and documentation produced by and for the Corporation of South Thames College.

(It should be noted that the Register of Interests for staff and Governors is available to the public on request and that is therefore not covered by this policy.)

## **3. Purpose**

The purpose of this is to ensure that Governors and the Clerk are openly accountable for conducting Corporation business in an open, transparent and accountable manner whilst acknowledging that there will be instances in which a degree of confidentiality is necessary.

## **4. Responsibility for implementation**

Responsibility rests with the Clerk to the Corporation in the first instance who will keep the Chair and the Corporation informed of any requests received under the access and confidentiality policy. Any requests received under the Freedom of Information Act will be submitted as per the policy to the Deputy CEO who shall report any such requests to the Audit Committee for information.

## **5. Monitoring and Review of the policy**

The policy will be reviewed on a regular basis by the Search and Governance Committee and any requests received will be reported to the Committee.

## **6. Breach of the policy**

The Corporation will take seriously any instances of non-adherence to the policy by the Clerk or the Chair of the Corporation.

## **7. Access to policy**

This Policy will be published on the College Web Site and will be available upon request.

### **Approval of Policy**

Produced By	Clerk to the Corporation
Date	July 2016
Review by	Search & Governance Committee
Review Date	July 2018

## **Procedures for Access to Corporation Business & Confidentiality**

### **Access to Corporation Business**

Copies of the agenda, minutes and papers of each meeting of the Corporation and its Committees are held by the Clerk to the Corporation and are available for inspection by prior appointment.

The only exceptions to this are in the case of minutes and papers deemed by the Corporation to be confidential. Any request shall have due consideration to the Standing Orders of the Corporation, the Data protection Policy and the Freedom of Information Policy.

Post meeting copies of the Corporation agenda and non-confidential associated papers for Corporation meetings will be held at the Merton Learning Resources Centre and the Wandsworth Learning Resources Centre, as specified in the Standing Orders.

Where such agendas, minutes and papers are in draft this shall only be made available with the permission of the Chair of the Corporation and for audit purposes as required.

### **Confidentiality**

The Chair of the Corporation and or Committee Chair shall determine when an item is confidential, criteria for defining an item as confidential include:

Matters concerning individuals, including: staff, students and prospective staff, students and governors;

Sensitive commercial or business information which the Chair is satisfied prior disclosure would be disadvantageous to the College to release;

Negotiations with trade unions; legal or other professional advice on sensitive or confidential matters.

The Corporation shall keep under review any item deemed confidential and shall review the list of items on a regular basis as per the Standing Orders. Information will be de-classified and released if the Search & Governance Committee are satisfied that there is no longer a reason to keep it confidential.

### **Access to Meetings**

Attendance at meetings by non-members will fall in to two categories-

- those invited to attend by the Corporation or join or attend a Committee where the invitation has been agreed by the Corporation or the Committee concerned
- those who wish to attend as observers or in some other capacity at the proceedings.

In either case the procedures identified in the standing orders shall be applied by the Clerk to the Corporation.