

WQE & Regent College Group

Attendance at Meetings and Access to Information Policy

1. Attendance at Corporation Meetings

- 1.1 The Clerk to the Corporation is entitled to attend all meetings of the Corporation and its committees, working parties and panels.
- 1.2 The Principal is entitled to invite members of staff to attend Governor level meetings in their employed capacity.
- 1.3 Any question of attendance by any other person to participate in a Governor level meeting shall be decided by the Corporation Chair after taking advice from the Principal and the Clerk.

2. Consideration of Confidential Business by the Corporation

2.1 Details of the Corporation's business will generally be available to the public. However, the Corporation reserves the right to regard certain matters as confidential.

2.2 The criteria for confidentiality are:

- Material relating to a named person employed or proposed to be employed at the College (also applies to prospective Governors)
- Material relating to a named student or candidate for admission to the College
- Material relating to the Clerk to the Corporation
- Consideration of the College's financial position where disclosure might harm the College or its competitive position
- Consideration of financial or other information relating to procurement decisions, including that relating to the College's negotiating position
- Items containing personal information relating to an individual
- Information provided in confidence by a third party who has not authorised its disclosure
- Professional advice received from or instructions given to, the College's professional advisers
- Discussion of any legal proceedings involving the Corporation or the College
- Disclosure of Information planned for publication in advance of its publication date
- Any other matters the publication of which would, in the Corporation's view, be detrimental to the College's interests

2.3 A review of items of business regarded as confidential shall take place each year and the Corporation will decide whether those items can be regarded as non-confidential.

3. Register of Interests

3.1 Governors and members of the Executive Leadership Team are required to complete a declaration of interests for inclusion in the Register of Interests and to inform the Clerk to the Corporation of any changes during the year. The declarations are renewed annually in the autumn term.

3.2 The Register of Interests is kept by the Clerk to the Corporation and can be inspected during office hours at the College.

4. Attendance at meetings of the Corporation and its committees by members of the public

4.1 Attendance by the public at meetings of the Corporation and its committees shall not be permitted. This decision may be varied from time to time by majority vote of the Corporation in respect of particular meetings or parts of meetings. The Corporation and its committees may invite individual members of staff or persons to attend particular meetings or on a regular basis for the purpose of assisting in their deliberations.

5. Publication of minutes, papers and policies

5.1 The minutes of Corporation meetings shall be posted on the College website, once signed and approved by the Chair of the relevant Corporation meeting. Confidential minutes will not appear in the public domain. Minutes will remain on the College website for a minimum period of 12 months. Committee minutes are available for public inspection during College hours, upon request to the Clerk to the Corporation. Minutes deemed confidential will not be subject to public scrutiny.

5.2 Associated papers of the Corporation shall be available for inspection by members of the public on request, during normal office hours at the College's premises, as soon as the Minutes have been approved by the Chair, providing the paper(s) is/are not confidential. Any report, document or other paper considered in a Committee will be made available to the persons attending the particular meetings and shall not be made available to members of the public.

5.4 The following documents will also be published on the College's website:

- Calendar of Corporation and Committee meetings for the academic year
- Attendance at Meetings and Access to Information Policy
- Policy on the appointment and reappointment of members
- Search Committee terms of reference
- Audit Committee terms of reference
- Remuneration Committee terms of reference

These documents will also be available for inspection at the College by any person during normal office hours.