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1. Policy Introduction
1.1 Statutory Policy on publication and access to meeting papers used by Governors, levels of confidentiality that can be applied to Governors' information as well as public access to Governors' meetings.
2. Responsibility & Implementation
2.1 This is a policy document of Hull College and is binding on all Governors and staff of the College. 2.2 This document forms the required published statements on access to governance information, confidentiality of governance papers and public access to governance meetings.
3. Policy Details
3.1 This Policy comprises the following sections: <div style="margin-left: 40px;"> Part A General Access to Governance Information Part B Confidentiality of Governance Information Part C Public Access to Meetings of the Corporation and its Committees Part D Document Status and Revision History </div> 3.2 Part A – General Access to Governance Information 3.2.1 The Corporation recognises that it has a duty under the Freedom of Information Act 2000, the Nolan Principles and the Instrument and Articles of Government to be open and transparent in all its business. To that end, governors will not make any matter confidential without good reason and such confidential matters will be kept to an absolute minimum. Information will be made available to the public in accordance with the principles of the Freedom of Information Act 2000. In particular: <div style="margin-left: 40px;"> i. The College will publish as much governance information as possible on its website www.hull-college.ac.uk/governance ii. There will be no charge for documents that are already freely available as documents contained in the governance section of the College website. iii. Copies may be requested by email to the Director of Governance for which there will be no charge for electronic transfer of such documents. </div>

- iv. The cost of providing up to 10 sheets (twenty sides) of paper copies will be borne by the College provided that a stamped addressed envelope is provided for return. A scale of charges may apply for more than 10 sheets to cover staff time, photocopying, post and packing.
 - v. If any request for information is turned down on the grounds of confidentiality, the College will give the reasons for denying access in line with this policy
 - vi. The College will list on its website the documentation available for inspection during normal office hours via the Director of Governance's office.
- 3.2.2 The Director of Governance will prepare and publish a listing of all documents available to the public annually as part of the Corporation Annual Review. This listing will include two sections:
- i. Documents available within the Governance section of the College website
 - ii. Documents available for inspection purposes only
- 3.2.3 Reports and documents circulated to Governors, co-optees and relevant members of college staff in relation to governance should be treated as confidential and not circulated, unless the information is already published on the College's website and therefore in the public domain.
- 3.2.4 All enquiries regarding circulation, access to, or obtaining copies of governance papers or information should be directed to the Director of Governance in the first instance by Governors, College staff and members of the public.

3.3 Part B - Confidentiality of Governance Information Policy

- 3.3.1 The Instrument and Articles of Government updated by Hull College September 2018 state the following about confidentiality and access to papers:

INSTRUMENT 17 PUBLICATION OF MINUTES AND PAPERS

- 17.1** —a) *Subject to paragraph (2), the Corporation shall 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 headquarters of the institution in Hull to any person wishing to inspect them.*
- (2) *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 and will publish a policy on the classification and treatment of such records, including review of information withheld from inspection.*
- (3) *The Corporation shall ensure that a copy of the draft or signed minutes of every meeting of the Corporation, under paragraph (1), shall be available through the College's Publication Scheme.*

ARTICLE 8 ACCESS TO COMMITTEES BY NON-MEMBERS AND PUBLICATION OF MINUTES

1. *The Corporation shall ensure that:—*

- (a) *a written statement of its policy regarding attendance at committee meetings by persons who are not committee members; and*
- (b) *the minutes of committee meetings, if they have been approved by the Chair of the meeting, are published in accordance with the College's Publication Scheme and made available for inspection at the institution by any person, during normal office hours.*

3.3.2 Under this policy, the Corporation hereby establishes the following categories of material which will be deemed to be confidential.

3.3.3 These criteria apply to Corporation reports only and are the only means by which they can be excluded from being available for inspection; all reports from College Committee meetings remain confidential to the College.

3.3.4 Category A - Personal information relating to:

- A1 a named person employed at or proposed to be employed at the College;
- A2 a named student at, or candidate for admission to, the College;
- A3 the Director of Governance

3.3.5 Information in this category will be subject to Permanent Restriction as per Instrument 17(2)

3.3.6 Category B - Financially and Commercially sensitive information

B1 Financial or other information relating to procurement and estates decisions including information relating to the College's negotiating position (during the course of those negotiations)

B2 Information relating to the negotiating position of the College in industrial relations matters (during the course of those negotiations)

B3 Information relating to the financial or strategic position of the College where the Corporation is satisfied, in good faith, that disclosure might harm the College or its competitive position

B4 Information provided in confidence by a third party who has not authorised its disclosure

B5 Legal and professional advice received from or instructions given to the College's legal advisers and its accountants, auditors or other professional advisors

Information in this category will be confirmed as confidential on a report-by-report basis. This process will be managed by the Director of Governance.

3.3.7 Matters discussed by the Corporation and its committees will, from time to time, be of a confidential nature. In such instances or where the discussion relates to a Corporation report agreed as confidential, there will be a version of the minutes publicly available to demonstrate the College's decision-making processes, which will be as detailed as possible within the restriction of confidentiality, in order that the College remains open and accountable for its actions. A more detailed set of minutes will be reserved to the Corporation.

3.4 Part C - Public Access to Meetings of the Corporation and its Committees

3.4.1 In the following, "the public" is defined as all persons other than governors of Hull College.

- 3.4.2 The Corporation will at all times strive to uphold and meet the Nolan Principles of openness, accountability and transparency. With this in mind, staff, students and the general public will be given access at all meetings of the Corporation subject to the terms of this policy.
- 3.4.3 Committee meetings and other meetings relating to the Corporation's work will not be open to the public.
- 3.4.4 The dates of meetings of the Corporation and its committees will be published by the Director of Governance on the College website and in other appropriate public places.
- 3.4.5 In accordance with the Instrument and Articles of Governance the Corporation of Hull College has the absolute right to determine who shall be allowed to attend Corporation and Committee meetings.
- 3.4.6 The members of the Corporation and the Director of Governance are entitled to attend all meetings of the Corporation, its committees and working groups, subject to restrictions under the Instrument and Articles of Government.
- 3.4.7 There will be a standing invitation to all senior post holders and co-opted members of committees to attend meetings of the Corporation and appropriate committee meetings, subject to the provisions of the Instrument and Articles of Government.
- 3.4.8 Co-opted members of committees:
- i. will have a standing invitation to attend Corporation at which they may speak (on invitation from the Chair) but not vote.
 - ii. may be provided with a set of non-confidential papers at the Corporation meeting but not sent these in advance.
 - iii. would be expected to raise with the Director of Governance any matters of concern before the meeting so that the Chair might consider inviting them to speak.
- 3.4.9 Members of the public, and especially members of the College's staff and students of the College, will be welcome to attend meetings of the Corporation subject to the following restrictions:
- i. Attendance of the public in general and to individuals in particular may be denied at any time at the discretion of the Chair of the meeting;
 - ii. Attendance will not be allowed for items of business that are determined to be confidential;
 - iii. Attendance will always be subject to the Instrument and Articles of Government and the Standing Orders of the Corporation
- 3.4.10 The Director of Governance may be in attendance at any meeting of or the Corporation, its committees and working groups, as per the provisions and restrictions of the Instrument and Articles of Government
- 3.4.11 The Director of Governance may, with the approval of the Chair of the meeting, arrange for a minute secretary to be in attendance.
- 3.4.12 If there are space restrictions on the meeting room used for a meeting of the Corporation or one of its committees then priority for attendance will be given to the staff and students of the College over members of the general public.
- 3.4.13 While every effort will be made to accommodate representatives of the press, in general they will be treated as members of the general public for the purposes of this policy.

3.4.14 Photography (still or video/ film) or the recording by electronic means of the proceedings of the Corporation and its committees will be forbidden except by the expressed permission of the Chair of the meeting; those present at the meeting retain the right to refuse for their image to be captured against their wishes.

4. Related Documentation

Corporation Standing Orders

Instrument and Articles of Government

5. Monitoring and Review

This policy will be monitored by the Director of Governance on an annual basis as part of the annual report of the Corporation, and will be considered for review by the Corporation on a triannual review cycle, unless changes in legislation require earlier review.