

## **City College, Birmingham Corporation**

### **Corporation Meeting – 16<sup>th</sup> September 2008**

#### **Attendance at Meetings, Access to Corporation Business and Confidential Criteria Policy**

##### **1. Papers for Corporation Meetings**

1.1 Papers for the Corporation fall into three categories as follows:

Category I	Papers available to the public and the press
Category II	Confidential – papers not available to the public and the press
Category III	Restricted – papers not available to the public and the press or to specific Members of the Corporation, such as staff and/or student governors

##### **2. Consideration of Confidential Business by the Corporation**

2.1 The Corporation's policy is that details of the Corporation's business will generally be available to the public during normal office hours, but nevertheless the Corporation reserves the right to keep certain matters confidential, subject to the provision of the Freedom of Information Act. The criteria for confidentiality under Category II include:

- consideration of the financial position of the College where disclosure might harm the College or its competitive position, as determined by the Corporation,
- 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,
- where appropriate, professional advice received from or instructions given to the College's professional advisers,
- discussion of any legal proceedings in which the Board is involved,
- information planned for publication in advance of that publication,
- any other matters the publication of which would, in the Corporation's view, be detrimental to the College's interests,
- any other information that would contravene data protection legislation if released.

2.2 The criteria under Category III are as for Category II except that the staff and student governors may be excluded in accordance with the provision of Clauses 14 (5), 14 (8) and 14 (9) of the Instrument of Government.

##### **3. Minutes of Committee Meetings**

3.1 Formal minutes of committee meetings are prepared and submitted to the next ordinary meeting of the Corporation. Items that fall within the criteria set out in paragraph 2.1 and 2.2 of this policy are prepared separately and submitted appropriately to Corporation members.

##### **4. Attendance at Corporation and Committee meetings by persons who are not members**

4.1 Members of the public and representatives of the press shall not be admitted to meetings of the Corporation or its committees unless specifically invited to attend.

- 4.2 With the exception of the Audit Committee, the Chair of the Corporation shall be entitled to attend and speak (but not to vote) at meetings of any committee of which (s)he is not a member.
- 4.3 With the exception of the Audit Committee and subject to 4.8 below, the Principal shall be entitled to attend committee meetings of which (s)he is not a member.
- 4.4 Co-opted committee members may attend Corporation meetings as observers.
- 4.5 The Clerk to the Corporation shall be entitled and expected to attend meetings of all committees except that (s)he shall withdraw from that part of any meeting at which his/her remuneration, conditions of service, conduct, suspension, dismissal or retirement are to be considered.
- 4.6 The Principal is authorised to invite other members of staff to attend and speak at committee meetings, subject to the approval of the Committee.
- 4.7 The Chair of any committee may permit the attendance of any other person at a committee meeting after having taken the advice of the Principal and the Clerk.
- 4.8 All committees shall have the right to exclude any person who is not a member of the committee from all or part of a meeting should this be warranted by the nature of the business to be considered. However, a committee may not exclude the Clerk to the Corporation unless the provisions of paragraph 4.5 apply.

## **5. Access to Corporation Documentation**

- 5.1 The College has adopted the Model Publication Scheme for colleges under the provisions of the Freedom of Information Act. General information about the College is freely available on its website, [www.citycol.ac.uk](http://www.citycol.ac.uk). General information about Governance is also available through the College website. Minutes and papers of Corporation meetings will be placed in the college libraries at the East and Handsworth Campuses. They are also available for inspection at the Clerks office during normal office hours to anyone wishing to inspect them. Copies of agenda and minutes are placed on the college website, with the exception of confidential minutes.
- 5.2 Any person wishing to inspect Corporation and Committee documents may do so by contacting the Clerk to the Corporation at the College.
- 5.3 Copies of the aforementioned documents may be made available at a charge to cover the costs of copying.
- 5.4 Information that is confidential/restricted in the terms of paragraphs 2.1 and 2.2 will normally be withheld from any documentation or other information generally provided. If any request for information is turned down on the grounds of confidentiality, the College will give the reason for denying access.
- 5.5 The College reserves the right to ask for further clarification regarding the information requested and may make a charge to cover the costs involved. Any such charge will be notified in advance to the person making the request to check that they wish to proceed.