



Policy on Attendance at Meetings and Access to Information

Excellence, Integrity



Our Mission Statement

To inspire learners to recognise and achieve their full potential

Our Beliefs and Values

Excellence, Passion, Team Work, Integrity, Innovation,
Sustainability, Valuing Others and Supportiveness

Sparsholt College Hampshire incorporating Andover College

The **Policy on Attendance at Meetings and Access to Information** was approved by the Board of Governors in July 2009.

Equality Impact Assessment	Conducted:	April 2010
	Located:	College Document Library
Originator: Clerk to the Governors	Located:	College Document Library
		Website

In line with the Disability Discrimination Act (DDA), Sparsholt College Hampshire incorporating Andover College will make all reasonable adjustments to ensure our Policies are accessible. This document can be made available in alternative formats.

POLICY ON ATTENDANCE AT MEETINGS AND ACCESS TO INFORMATION

1 ATTENDANCE AT BOARD MEETINGS

1.1 Meetings of the Board of Governors of the College are split into three sections as follows:

PART I	Papers available to the public and the press
PART II	Confidential – papers not available to the public and the press
PART III	Confidential – papers not available to the public and the press or to staff and student governors

1.2 Agendas and other papers for Board meetings are organised so that they reflect this structure of business.

1.3 The Clerk to the Corporation shall be entitled to attend all meetings of the Board (including any committee of the Board) but 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, in which case the members of the Board shall appoint from their number a person to act as Clerk to the Corporation for the duration of such meeting or part of a meeting.

1.4 The Principal shall be authorised to invite members of staff to attend in their employed capacity for both non-confidential and confidential business as appropriate.

1.5 Any question of attendance by any other person to participate in a meeting of the Board shall be decided by the Chair after taking advice from the Principal and the Clerk.

2 CONSIDERATION OF CONFIDENTIAL BUSINESS BY THE BOARD

2.1 The Board's policy is that details of the Board's business will generally be available to the public but nevertheless the Board reserves the right to keep certain matters confidential. The criteria for confidentiality under Part II of the agenda are:

- material relating to a named person employed at or proposed to be employed at the College (this will also apply to prospective members of the Board of Governors)
- material relating to a named student at, or candidate for admission to, the College
- material relating to the Clerk
- consideration of the financial position of the College where disclosure might harm the College or its competitive position, as determined by the Board
- 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 (other than a member of staff of the College)
- 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 Board's view, be detrimental to the College's interests

2.2 The criteria for confidentiality under Part III of the agenda are as for Part II except that the staff and student governors will be excluded in accordance with the provisions of the relevant clauses in the Instrument of Government.

2.3 Following an annual review by the Clerk to the Corporation, the Board will decide which items of business that were dealt with in confidence can be regarded as non-confidential.

3 MINUTES OF COMMITTEE MEETINGS

3.1 Formal minutes of committee meetings are prepared and submitted to the next ordinary meeting of the Board. Items which are confidential in terms of the criteria set out in paragraphs 2.1 and 2.2 of this policy are prepared separately and submitted in the appropriate Part of the Board agenda.

4 ATTENDANCE AT COMMITTEE MEETINGS BY PERSONS WHO ARE NOT COMMITTEE MEMBERS

4.1 Meetings of committees of the Board shall not be open to members of the public and representatives of the press.

4.2 With the exception of the Audit Committee, the Chair of the Board of Governors 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 Subject to 4.7 below, the Principal shall be entitled to attend meetings of any committee of which (s)he is not a member except for the Audit Committee which he shall attend only if requested to do so by the Committee's Chair.

4.4 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.

4.5 The Principal is authorised to invite other members of staff to attend committee meetings.

4.6 The Chair of any committee may invite the attendance of any other person at a committee meeting after having taken the advice of the Principal and the Clerk.

4.7 All committees shall have to 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 Governors unless the provisions of paragraph 4.4 apply.

5 ACCESS TO COLLEGE DOCUMENTATION

5.1 Information about the College activities is generally available to the public on request. For further information on the information available and means of access please see the College's Freedom of Information publication scheme.

- 5.2 Information which is confidential 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.
- 5.3 The College has established a procedure for dealing with complaints, published in the Feedback Policy for Comments, Compliments and Complaints. Any person having a complaint about the availability of information may raise their complaint under this policy, a copy of which can be obtained from College Reception areas or on the College website.