

Colchester Institute Corporation

PUBLICATION OF MINUTES AND PAPERS

Pursuant to Instrument 19 and Article 8 of the Instrument and Articles of Government, the Board has agreed the following policy in relation to the publication of Board minutes and papers produced from 1 January 2008 onwards.

1. Board Meetings, Part 1

- 1.1 The Secretary will hold in her office a file of the agenda, reports and draft minutes of all part I meetings of the Corporation. Reports will be filed after the meeting of the Corporation Board has taken place; the draft minutes, annotated as “unapproved minutes” will be filed after they have been approved by the Chair of the meeting. This file will be available for inspection during normal office hours on request to the Secretariat office. Arrangements will be made for the file to be inspected at the Clacton and Braintree campuses on request. The file may be inspected in the Secretariat office or in a room made available for the purpose. The file may not be taken away, nor may any document be removed from it. However a single copy of a document will be made on request and may be taken away.
- 1.2 Once the minutes have been approved by the Board at its next ordinary meeting they will be published on the website, annotated as “approved minutes”.

2. Board Meetings, Part II

- 2.1. The agenda, reports and draft minutes of Part II meetings of the Corporation are confidential to Board members personally unaffected and to appropriate staff.
- 2.2. The Chair shall identify Part II items on behalf of the Board, having regard to the principles of openness and accountability and the requirements of the Data Protection Act and Freedom of Information Act.

3. Board Committee Meetings, Part I

- 3.1. The agenda and reports for Part I committee meetings are sent to members of the committee and to appropriate staff. They are not sent to other Board members who may however request a copy or see them in the Secretary’s office.
- 3.2. The draft minutes of Part I committee meetings, after they have been approved by the Chair of the meeting, are circulated to all Board members personally unaffected and to appropriate staff as part of the papers for the next following Part I Board meeting. They thus form part of the papers presented to the Board for a Part I meeting and will therefore become part of the documentation in the file available for inspection by the public (see 1. above).
- 3.3. Once the minutes have been approved by the Committee at its next ordinary meeting they will be published on the website, annotated as “approved minutes”.

4. **Board Committee Meetings, Part II**

- 4.1. The agenda and reports of Part II committee meetings are circulated to members of the committee and to appropriate staff. They are not circulated to other unaffected Board members who may however see them in the Secretary's office.
- 4.2. The Chair shall identify Part II items on behalf of the Committee, having regard to the principles of openness and accountability and the requirements of the Data Protection Act and Freedom of Information Act.
- 4.3. The draft minutes of Part II committee meetings, after they have been approved by the Chair of the meeting, are circulated to all Board members personally unaffected and to appropriate staff as part of the papers for the next following Part II Board meeting. As documents for a Part II Board meeting they will not be made available for inspection by the public (see 2. above).

5. **Definition of Part II Items**

- 5.1. It will be for the Board and each committee to decide when to put an item of business into Part II of the meeting. However, in accordance with Article 19(2) the following will be regarded as confidential items and will not be available for inspection:
 - (a) *material relating to a named person employed at or proposed to be employed at the College;*
 - (b) *material relating to a named student at, or candidate for admission to, the College;*
 - (c) *material relating to the Clerk or*
 - (d) *any matter which, by reason of its nature, the Corporation is satisfied should be dealt with on a confidential basis.*
- 5.2. For the purposes of (d) above, the following is a guide to information which may be dealt with on a confidential basis:
 - matters which are confidential at the time of the meeting but which will be published at some future date. This might apply to some financial information which will be later published in the annual accounts.
 - matters, the disclosure of which would amount to a breach of confidence actionable by a third party.
 - trade secrets.
 - matters, disclosure of which would be likely to prejudice the commercial interests of the college or any individual.
 - information relating to an individual or a group of individuals.

6. **Review of Part II Items**

- 6.1. Material excluded from inspection under paragraph 19(2)(d) of the Instrument of Government will be reviewed at the end of each academic year and released for the public record as soon as the Board or Committee Chairman is satisfied that the reason for dealing with the matter on a confidential basis no longer applies, or considers that the public interest in disclosure outweighs that reason.

7. **Information Access Requests under the Freedom of Information Act**

The Corporation Chairman, or in his/her absence, the Vice-Chairman, will determine whether reports and minutes identified as confidential may be released in response to an information access request, taking advice from the Clerk, Principal and Committee Chair if appropriate, and having regard to the legislative provisions for sharing information. All requests should be made through the HR Manager (for detailed information please refer to *Freedom of Information Act – Policy on access to information not contained in the Publication Scheme*).