

## Public access to meetings of the Corporation and publication of minutes & papers of meetings of the Corporation and its Committees

### 1. Access and Attendance at Meetings of the Full Corporation

- 1.1. Meetings of the Full Corporation are closed to members of the College and members of the public.
- 1.2. At any committee meeting the attendance of non-members must be determined by the Chair of the relevant Committee and the Clerk to the Corporation, prior to the consideration of the Committee's business.
- 1.3. Senior Leadership Team will normally be in attendance at Full Corporation and Committee meetings as determined by the Principal and Chair of the Corporation or Committee.
- 1.4. Those in attendance may be invited by the Chair to take a full part in discussion, but are not entitled to vote.
- 1.5. The Corporation may invite others to be in attendance at a meeting to act in an advisory capacity or to make a presentation.
- 1.6. Potential governors may be invited to attend meetings of the Corporation or Committee as observers.

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

- 2.1. The Corporation of Portsmouth College endorses the principles laid down by the Committee on Standards in Public Life (Nolan Committee) for those holding public office, two of which refer to accountability and openness.

**Accountability** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

- 2.2. Corporation business will generally be open to the public but the Corporation reserves the right to keep certain matters confidential.
- 2.3. The criteria for confidentiality are:
  - 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 Corporation 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
- 2.4. The Corporation has the discretion under the provisions of the relevant clauses in the Instrument of Government to exclude certain governors for specific items of business. Where such exclusions may take place, papers for the relevant items will not be provided to the governor(s) concerned in advance of the meeting.

### **3. Public Access to Agenda and Minutes**

- 3.1. The Corporation shall ensure that a copy of:
- (a) the agenda for every meeting of the Governing Body;
  - (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, in each case as soon as may be, be made available during normal office hours at the institution to any person wishing to inspect them.
- 3.2. There shall be excluded from any item required to be made available, any materials 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 to the Corporation or
  - (d) any matter which, by reason of its nature, the Governing Body is satisfied should be dealt with on a confidential basis
- 3.3. The Agenda for each meeting of the Full Corporation will be made available for public inspection from the Clerk to the Corporation's Office and agendas will be made available after being forwarded to Corporation members, but before the meeting, if deemed appropriate. The associated reports of Full Corporation meetings will not be made public until a meeting of the Governing Body has taken place.
- 3.4. Non confidential agendas and reports considered by the Full Corporation will be made available at the Clerk to the Corporation's Office.

- 3.5. Non confidential minutes of the Full Corporation and its Committees will be made available at the Clerk to the Corporation's Office after approval by the Chairman and circulation to members of the Governing Body.
- 3.6. Minutes will be published on the College website following approval by governors at the next meeting.
- 3.7. Signed copies of the minutes of all Corporation and Committee meetings, together with supporting papers and the Register of Members' Interests are available for public scrutiny in the office of Clerk to the Corporation at the College.
- 3.8. Requests to access Corporation documentation should be addressed to: The Clerk to the Corporation, Portsmouth College, Tangier Road, Copnor, Portsmouth, Hampshire, PO3 6PZ.