

Access to Meetings of the Board and Publication of Board and Committee Minutes and Meetings Papers

The Board of the Corporation of The Bournemouth and Poole College endorses the principles identified by the Committee on Standards in Public Life (Nolan Committee) for those holding public office and adherence to these standards forms part of the Code of Conduct for Board Members.

In particular the standards on accountability and openness reflect the Board's approach to access and publication of meeting papers:

The Board of The Bournemouth & Poole College operates the Policy Governance[®] model.

- **Accountability:** The Board are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness:** The Board 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.

1. Access to Meetings

- 1.1 Agendas for all meetings will be formulated in accordance with the Board's annual calendar.
- 1.2 Items classified as confidential are determined prior to the agenda being published and are agreed by the Chair, the Clerk and the report author.
 - The Agenda and corresponding report(s) will indicate this status and the Clerk to the Corporation will request when circulating the papers to the Board and members of staff attending the meeting that the relevant item(s) are kept confidential.
 - Minutes of any meetings relating to the remuneration of Senior Postholders will be classified confidential at all times.
 - Items where it may be appropriate for some members to withdraw in accordance with Instrument 14, Clause 5 of the Instrument and Articles of Government will also be highlighted on the agenda.
- 1.3 Observers may attend meetings of the Board and its Committee by invitation and with the prior approval of the Chair after consideration of the Board or Committee's business.
- 1.4 Members of the College Executive will normally be in attendance at Board Meetings and Committee meetings as determined by the Principal, the Chair and the Clerk.
- 1.5 The Board may invite others to attend meetings to act in an advisory capacity or to make a presentation.
- 1.6 Those in attendance may be invited by the Chair to participate in discussion but are not entitled to vote.

2. Criteria for Classification of Items as Confidential

2.1 The following criteria are applied in considering whether material should be dealt with on a confidential basis (Part B). All items will be deemed confidential prior to the publication of the agenda and meeting papers.

- Material relating to a named member of staff or student in accordance with Data Protection Principles.
- Information relating to an identifiable group of staff or students
- Information relating to contract negotiations
- Commercially sensitive information
- Information which may have long term legal implications or contain legal advice which, if revealed may prejudice The College's position
- Other sensitive information, which, if widely available, would detrimentally affect the standing of The College.
- Exceptionally, information which by reason of its nature, the Board or its committees is satisfied should be dealt with on a confidential basis.

2.2 The Board and Committees will agree at the end of each meeting under the agenda item "confidentiality" which items should remain confidential.

This decision will be reflected in the minutes and any confidential items will be identified within the published minutes.

Confidential minutes will be reviewed annually by the Search Committee. As a general rule confidential papers will come to the public domain after two years unless deemed otherwise. However there will be papers that remain confidential – either because they relate to individuals or information that the Board have decided for specific reasons should not be made public.

2.3 On request, the Clerk shall give reasons for any item remaining confidential.

3. Access to Minutes and Meeting Papers

3.1 In accordance with the Instrument and Articles of Government 2012 (Instrument 17) the agenda for each meeting of the Board will be made available for public inspection on request to the Clerk to the Corporation after it has been circulated to Board Members, but before the meeting, if deemed appropriate. Agenda papers will not be made public until the meeting has taken place.

3.2 The Minutes of Board Meetings and Committee Meetings will be published on The College Website once they have been approved by the Board or relevant Committee and signed by the Chair.

3.3 Draft Minutes will be available for approval by the Chair in accordance with Governance Process Policy GP7 – and will be available for public inspection on request to the Clerk to the Corporation, after they have been approved by the relevant Chair.

3.4 Information requests to the Clerk to the Corporation will be dealt with in accordance with the provisions of the Freedom of information Act 2000.

4. Complaints

The College has an established procedure for dealing with complaints. Any persons with a complaint about the availability of information or the conduct of the Corporation may raise their complaint under this procedure. Alternatively they may wish to write directly to the Clerk to the Corporation.

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