

# CAPEL MANOR COLLEGE

## ACCESS TO COLLEGE INFORMATION WITH EFFECT FROM THE 8<sup>TH</sup> DECEMBER 2005

(Adopted by the Governing Body at their meeting of 8<sup>th</sup> December 2005)  
(Revised and adopted by the Governing Body at their meeting of 9<sup>th</sup> April 2008)

### 1. POLICY

The College has a Publication Scheme (in compliance with the Freedom of Information Act 2000) which can be accessed via the College website [www.capel.ac.uk](http://www.capel.ac.uk) or on request from the Clerk to Governors.

It is the College's commitment to make available the information contained in the following classes:

- Governance
- Financial Resources
- Human Resources
- Physical Resources
- Student Administration and Support
- Information Services
- Teaching and Learning
- External Relations.

### 2. ACCESSING COLLEGE INFORMATION

To request information contained in the College's Publication Scheme please contact the *Clerk to the Governing Body*. Requests should be made in writing and the College will respond within 20 working days. A production charge of £5 will be levied for up to 50 pages of photocopying for information under each individual group or class. More extensive enquiries to be costed at 5p per page of photocopying. In certain circumstances the College may waive the charge.

The documents listed in Appendix I are readily available and can be requested initially from the Clerk to Governors. Where there is a request for information listed in Appendix 1 and this can be collated easily, it will be provided without charge. Should significant work be involved the charges detailed above will apply.

### 3. CONFIDENTIAL INFORMATION

Some information held by the College is confidential (*not available for disclosure*) and will be withheld from any documentation or other information generally provided. *Examples of information falling into this category is attached as Appendix II. For openness and transparency the Corporation annually reviews items classified as confidential to determine if they can be released for public access.*

#### **4. ACCESS TO GOVERNING BODY AGENDA AND PAPERS**

*Article 17(3) states that the Corporation shall ensure that a copy of the draft or signed minutes of every meeting of the Corporation shall be placed on the institution's website, and shall, despite any rules the Corporation may make regarding the archiving of such material, remain on its website for a minimum of 12 months.*

**4.1** *After confirmation by the Corporation or relevant committee the minutes of every meeting of the Corporation will be published on the college website ([www.capel.ac.uk](http://www.capel.ac.uk)). Draft minutes (once approved by the Chairman of the Corporation or relevant committee) will be available from the Clerk on request.*

**4.2** Copies of the Agenda of Governors committee meetings shall be made available for inspection by the Clerk to the Corporation at *the main campus (House Reception and college Library) and college centres* after the Governors have received their copy and before the actual meeting. Access will be limited to normal office hours (9am-5pm Monday to Friday)

**4.3** Papers (excluding items of a confidential nature) considered at a Governors meeting (including the minutes of sub-committees) shall be available for inspection at *the main campus (House Reception and college Library) and college centres as soon as possible. Access will be limited to normal office hours to any person wishing to inspect them* (9am - 5pm Monday to Friday).

**4.4** *Article 5 (3) advises that the Corporation may make rules specifying the way in which the Search Committee is to be conducted.*

*A copy of these rules, together with the Search Committee's terms of reference and its advice to the Corporation, other than any advice which the Corporation is satisfied should be dealt with on a confidential basis, will be published on the college website and will be made available for inspection at the college (on request to the Clerk) by any person during normal office hours (9am-5pm Monday to Friday).*

**NB.** Documents made available in hard copy at the college's main campus and centres will remain available for inspection three weeks after every meeting.

#### **5. COMPLAINTS**

Any person wishing to complain about the availability of information should raise their complaint under the college's complaints procedure or by writing to the Clerk to the Governing Body.

## **APPENDIX I – INFORMATION THAT IS READILY AVAILABLE ON REQUEST**

- Agendas, papers (including minutes of sub-committees), and minutes of Governing Body
- Policy on attendance at Committee Meetings by non-members
- Annual financial statements
- College charters
- College prospectus
- Summary of the college inspection report
- Information on examination results
- Register of interests
- Code of Conduct for members of the Governing Body
- Instrument and Articles of Government
- Statement of Governance
- Governing Body membership
- Rules and Terms of Reference for the Search Committee and its advice to the Corporation.
- Policy on Access to College Information
- Governing Body Standing Orders

## APPENDIX II

### CAPEL MANOR COLLEGE

#### CRITERIA FOR CONFIDENTIALITY

(Appendix to Access to College Information relevant to meetings)  
(Approved at the Governing Body Meeting of the 9<sup>th</sup> April 2008)

Instrument 17 (2) states that there shall be excluded from any item made available for inspection any material 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, or
- (d) any matter which, by reason of its nature, the Corporation is satisfied should be dealt with on a confidential basis.

#### EXAMPLES OF CRITERIA WHICH WOULD LEAD TO CONSIDERATION OF CONFIDENTIALITY UNDER (d)

1. Information provided in confidence by a third party who has not authorised its disclosure.
2. Financial or other information relating to a procurement decision, including that relating to the college negotiating position, during the course of those negotiations.
3. Information relating to the negotiating position of the college in industrial relations matters, during the course of those negotiations.
4. Information relating to the financial position of the college where the Governing Body is satisfied in good faith that disclosure might harm the college or *damage* its competitive position.
5. Legal advice received from or instructions given to the college legal advisors.
6. Information planned for publication in advance of that publication.