



Scarborough Sixth Form College
Corporation Public Access Policy

SCARBOROUGH SIXTH FORM COLLEGE PUBLIC ACCESS POLICY

1. Introduction

- 1.1 This document sets out the Corporation's policy regarding public access to the Corporation, its committees and associated information.
- 1.2 It also describes the procedures to be followed and identifies the persons responsible for implementing the policy.
- 1.3 Under the Freedom of Information Act 2000 public authorities must produce a Publication Scheme in accordance with Section 19 of the Freedom of Information Act 2000. The Public Access Policy is subject to the provisions of the College's Publication Policy.

2. Policy Statement and Confidentiality

- 2.1 At a meeting of the Corporation on 14 July 2005 members approved this policy and agreed it should be posted on the Governance Website. The policy was subsequently updated to reflect the changes arising from the revised Instruments and Articles of Government dated 17 December 2007 and was formally approved by the Corporation at its meeting on 20 May 2008.
- 2.2 In general terms access will be provided to members of the public to all non confidential information either directly or via the Clerk to the Corporation.
- 2.3 In accordance with Instrument of Government (Clause 16) the decision to allow any person who is not either a member of the Corporation or the Clerk to attend a meeting of the Corporation shall rest with the Corporation. Where time does not allow this the decision is delegated to the Chair of the Corporation or in their absence the Vice Chair of the Corporation.
- 2.4 Requests from persons wishing to attend a meeting of the Corporation (who are not members of the Corporation or Clerk to the Corporation) shall only be considered by the Corporation upon receipt of a formal request to the Clerk of the Corporation either in writing or via email.
- 2.5 Any person accessing the College website will have access to the Governance section of the website. The front page lists the information available on line including associated policies and procedures.
- 2.6 The dates of all Corporation and forthcoming committee meetings will be included on the Governance website together with a Schedule of Business describing the business items covered by the Corporation and its committees.

- 2.7 Hard copies of approved Corporation and Committee minutes of non-restricted meetings (excluding confidential items) can be accessed via the Clerk of the Corporation .
- 2.8 An electronic copy of approved Corporation and Committee minutes of non restricted meetings (excluding confidential items) shall be placed on the College's website and shall remain on the website for a minimum of 12 months.
- 2.9 The Corporation regularly reviews the categories of information and documentation classified as confidential. The current confidential classifications are set out in the annex to this Policy. Whenever appropriate the Corporation will review items classified as confidential to determine whether the classification still applies.
- 2.10 A list of the names of the College Governors will be included on the College website together with the Code of Conduct under which they operate and the Corporation Standing Orders.

3. Procedure and Responsibilities
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- 3.1 Questions relating to this policy should be addressed to the Clerk of the Corporation who is responsible for implementing this policy and keeping it up to date.
- 3.2 All requests for information, including access to minutes and or meetings should be addressed to the Clerk.
- 3.3 All requests to attend a meeting should be received by the Clerk not less than 10 working days prior to the date of the relevant meeting. Requests will be considered on their merits by the Corporation or where time does not allow this the Chair or in their absence the Vice Chair of the Corporation.
- 3.4 Any person submitting a request for information not available on the website or a request to attend a meeting of the Corporation will receive a written response within 3 working days from the date the request was received.

<i>Approved by the Corporation:</i>	3 July 2018
<i>Reviewed by Search Committee</i>	20 March 2018

Categories of information and documentation currently classified as confidential

- Excluded items as specified in the Instrument of Government
- Remuneration Committee minutes
- Staff Appeal hearings
- Declarations of any Frauds Logged (Audit Committee minutes)
- Staffing Issues including performance matters
- Financial Projections
- Any other information/documentation which the Corporation from time to time deems to be confidential