



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 This policy was first approved by the Corporation on 14 July 2005 when it was agreed it should be posted on the Governance section of the College website. The policy is reviewed by the Corporation on a regular basis and has been revised on a number of occasions.
- 2.2 In general terms access will be provided to members of the public to all non-confidential information either via the College website or on request from 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 the 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 which includes a list of the information available on line including associated policies and procedures.
- 2.6 The dates of all Corporation and Committee meetings will be included on the Governance section of the website together with a Schedule of Business describing the business items dealt with 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 obtained from the Clerk of the Corporation.
- 2.8 An electronic copy of approved Corporation and Committee minutes of 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
--

- 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 in writing or email.
- 3.3 All requests to attend a Corporation or Committee 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 by 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 or a Committee will receive a written response within 3 working days from the date the request was received.

<i>Reviewed by Search Committee:</i>	3 December 2019
<i>Approved by the Corporation:</i>	10 December 2019

Annex

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)
- Safeguarding Issues
- Staffing Issues
- Financial Projections
- Any other information/documentation which the Corporation from time to time deems to be confidential