

Public Access to Agenda and Minutes

Copies of the agenda, minutes and papers of each meeting of the Corporation and its Committees are held by the Secretary to the Corporation and are available for inspection by prior appointment. The only exceptions to this are in the case of minutes and papers deemed by the Corporation to be confidential. Agendas shall be available for inspection as soon as the Governors have received them, and before the meeting.

Minutes shall be available in draft form after approval by the Chair. Non-confidential papers considered at a meeting shall be made available after the meeting. Copies of the agendas, and approved minutes of Corporation meetings will be available on the colleges inter/intranet sites.

Access to Corporation information and data will be as identified in The College of Haringey, Enfield and North East London's Publication Scheme, which is a requirement under Section 19 of the Freedom of Information Act (2000).

Confidentiality

The Chair shall determine when an item is confidential. Criteria for defining an item as confidential include:

- matters concerning individuals, including: staff, students and prospective staff, students and governors;

- sensitive commercial or business information which the Chair is satisfied prior disclosure would be disadvantageous to the College to release;

- negotiations with trade unions;

- legal or other professional advice on sensitive or confidential matters.

The Corporation shall keep under review any item deemed confidential and will release information if there is no longer a reason to keep it confidential.

Access to meetings

Members of the Corporation and the Secretary will be the only persons entitled to attend meetings of the Corporation and its committees. The Chief Executive and Chair in consultation with the Secretary will consider which members of staff are required to attend meetings of the Corporation so that the Corporation has access to information and advice. While the majority of business conducted by the Corporation is not confidential and its minutes and papers are normally open to public inspection, members of the public, (including members of the staff of the College) or the press are not permitted to attend meetings of the Corporation or its committees as observers.