



- 1.1 It is the policy of the Corporation to comply with the Instrument of Government and, in so doing, to provide information to the public regarding the work of the Governing Body. Any release of information will be subject to the terms of the Data Protection Act.
- 1.2 Thus, any person wishing to inspect the agenda for any meeting of the Corporation, the approved minutes of the Corporation and/or any report, document or other report considered at a meeting of the Corporation may do so by contacting the Clerk to the Corporation.
- 1.3 Any material deemed to be 'confidential' by the Corporation or a committee of the Corporation will not be provided to the public by the Clerk to the Corporation.
- 1.4 Copies of documents are usually provided free of charge and via email. The Corporation however permits the Clerk to the Corporation to make a nominal charge for photocopies of requested material if and when appropriate.
- 1.5 Requests for information under the provisions of the Instrument of Government will be processed within 20 days of the request being submitted.
- 1.6 'Governance' on the College's website will include:
- details of Members of the Governing Body
 - the Corporation's calendar of meetings
 - terms of reference of committees
 - scheme of delegation
 - membership of committees
 - Remuneration Report
 - Code of Conduct
 - Governor eligibility
 - Selection of governors
 - Privacy statement for governors and prospective Governors
 - Governors skills audit and competency framework
 - Corporations stakeholder engagement framework
 - whistleblowing policy
 - encouragement to prospective new governors
 - agendas and approved non-confidential minutes of the Corporation and its Committees
 - financial statements and members reports
 - Instrument and Articles of Government
 - how to contact the Clerk to the Corporation
 - how to make a complaint against the Board
- 1.7 This policy is available to all governors, staff and students via the College's website or on request from the Clerk to the Corporation.
- 1.8 This policy is the responsibility of the Corporation and will be reviewed bi-annually

<u>Document History</u>					
Version	Date	Author	Comments	Authorised by	Date
1	Nov 2011	Clerk to the Corporation	Introduction of Policy	Search Committee Corporation	01.03.12 27.03.12

2	March 2014	Clerk to the Corporation	Bi-annual review	Search Committee Corporation	March 2014 April 2014
3	June 2016	Clerk to the Corporation	annual review	Search Committee	June 2016
4	June 2018	Clerk to the Corporation	annual review	Search Committee	June 2018
5	March 2020	Clerk to the Corporation	No amendments	Search_Committee	March 2020
6	March 2022	Clerk to the Corporation	Insertion of Remuneration Report in list of governance information on website.	Search & Governance Committee	March 2022
7	Feb 2023	Clerk to the Corporation	No amendments	S&G	Feb 2023