



LLANDRILLO COLLEGE

CORPORATION BOARD PUBLIC ACCESS POLICY

Reviewed by Governance & Quality Committee: 9 March, 2005
Approved by Corporation Board: 23 March, 2005

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The policy of the College in relation to public access to information is to demonstrate that it is open and accountable in the conduct of business and decision-making. The College has produced a Publication Scheme to meet the requirements of the Freedom of Information Act 2000. Details are available bilingually on the College website or by contacting the Clerk to the Corporation. The College also complies with the Data Protection Act 1998 and ensures that personal data is dealt with appropriately. The College also takes into account the recommendations of Lord Nolan in his report 'Standards in Public Life', which clearly states the best practice elements which should be addressed:-

Openness

- Ø Making the agendas and minutes of governing body meetings widely available, together with board papers where this will not inhibit frankness and clarity;
- Ø Publicising forthcoming meetings and summarising decisions in a newsletter or through some other user-friendly method;
- Ø Holding an open annual meeting at which board members can be questioned by the public and press;
- Ø Setting up more specialised consultation bodies for important interest groups;
- Ø Publishing an annual report which includes information on the role and remit of the board, its plans or strategy; the membership of the board; and where further information can be obtained;
- Ø Publishing audit reports;
- Ø Making publications available as widely as possible, for example by sending them to interested parties and putting them in local public libraries.

In formulating the policy, particular attention has been paid to the recommendations of Nolan and advice received from the National Assembly for Wales.

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1. The College will produce an annual calendar of meeting schedules which clearly states the date and time of all Board meetings. This information will be posted annually on the college website and will be updated on an ongoing basis.
2. **Confidentiality must be observed in accordance with the Data Protection Act 1998 and the exemptions in the Freedom of Information Act, which allow for information to be withheld or qualified. This includes personal information deemed to be sensitive under the Data Protection Act 1998 and information where a public interest test applies.** With the exception of confidential items, which will be held separately by the Clerk, all Board minutes will be accessible via the College Intranet, **website** and a hard copy will be located in the College libraries. All Board papers will be available via the College libraries.

Criteria for Classifying items as Confidential

The following criteria are applied in considering whether material should be dealt with on a confidential basis:

- a. Material relating to a named person employed at, or proposed to be employed at, the College (this will also apply to prospective members of the Corporation)
- b. Material relating to a named student at, or candidate for admission to, the College.
- c. Information relating to an identifiable group of staff or students at the College.
- d. Information relating to contract negotiations.
- e. Commercially sensitive information.
- f. Information which may have long term legal implications or contain legal advice which if revealed may prejudice the College's position.
- g. Other sensitive information which if widely available would detrimentally affect the standing of the College.

On request, the Clerk shall give the reasons for any item remaining confidential.

3. The College will publish an annual report which will include reference to the performance of the Institution and its main activities for the previous year.

4. The annual report will be available to the public and an annual public meeting will be held to discuss the main items contained in the annual report. This meeting will take place during the second or spring term to allow time for the accounts for the previous year to be published, and performance data to be collated.
5. In the spirit of openness and transparency all Board vacancies will be advertised in the press and membership will be determined via the Governance and Quality Committee, which will include external/impartial members for the final selection process. A job description will be issued to all Board members.
6. Where appropriate the College will organise focus groups, to advise on progress and to encourage the involvement of the wider community in college affairs.
7. Board members **and senior members of staff** are required to complete a declaration of interest form for inclusion in the Register of Interests **and to inform the Clerk to the Corporation of any changes during the year. The declarations are renewed annually.** The Register of Interests is kept by the Clerk to the Corporation and is available for public scrutiny.
8. **Attendance by the public or by the media/press at meetings of the Board and College committees is not allowed. In exceptional circumstances, the Board may decide to allow members of the public or media/press to attend for all or a specific part of a particular meeting.**
9. Any legitimate concerns relating to the operation of the Board and College business may be raised via the Clerk to the Corporation and if necessary the agreed “Whistleblowing” procedures will be followed.

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