



## **THE CORPORATION EALING, HAMMERSMITH AND WEST LONDON COLLEGE**

### **Access to the Governing Body's Meetings, and Agendas and Papers**

#### **Access to meetings**

Access to meetings of the Governing Body by persons who are not Governors is at the discretion of the Governing Body;

Senior postholders routinely shall be invited to be present at meetings except where the business is deemed to be confidential to Governors only.

#### **Publication of agendas and minutes**

Arrangements for accessing non-confidential agendas, papers and minutes considered by the Board are set out in the College's Freedom of Information Scheme.

In summary: with the exception of those items which are deemed confidential by the Board:

- agendas shall be available on the website before meetings but after dispatch to Governors;
- approved minutes (approved at the meeting following the meeting in question) shall be available on the website;
- non-confidential papers considered at meetings shall be available following meetings by e-mail or hard copy on request from the Clerk.

Agendas for, and non-confidential minutes of, Governing Body meetings shall be published on the website for at least twelve months.

#### **Confidentiality**

A report or paper will generally be regarded as confidential if it contains:

- personal information relating to an individual;
- information provided in confidence by a third party who has not authorised its disclosure;
- financial or other information relating to procurement decisions, including, during the course of negotiations, information relating to the College's negotiating position;
- information relating to the financial position of the College where disclosure might harm the College or its competitive position, as determined by the Governing Body;
- legal advice received from or instructions given to the College's legal advisors;
- information planned for publication.

The Governing Body shall review its confidential papers annually, and shall determine whether restricted papers should continue to be restricted or should be made available in the public domain.