



## **Policy on access to Minutes and Papers of Governing Body Meetings and attendance at meetings by members of the public.**

### **Policy Statement**

The papers and minutes of the meetings of the College Governing Body and its committees are available to any member of the public wishing to inspect them. Certain items which refer to individual members of staff or students and others which are commercially sensitive and are deemed confidential by the Governing Body are not available. The papers and minutes of the College's Remuneration and Human Resources Committee and the Strategic Planning Committee are confidential.

Papers and minutes may be seen during normal College opening hours. Requests for access should be made to the Clerk to the Governing Body, Peter McMellon. He may be contacted through the College Reception.

The minutes of Governing Body meetings and Committee meetings are available on the College's website ([www.priestley.ac.uk](http://www.priestley.ac.uk)).

The Chair and the Clerk review the confidential status of all items so deemed annually, and make recommendations to the Governing Body regarding the continuation or removal of this status for each item.

The College maintains a register of interests of Governing Body members. This register is also available for inspection.

Members of the public may attend meetings of the Governing Body, by giving 48 hours notice of their wish to attend, at the discretion of the Chair of the meeting. Members who attend shall take no part in the meeting unless invited to do so by the Chair. Anyone attending a meeting may be required to leave by the Chair during discussion of particular items.

This Policy shall be reviewed by the Finance & General Purposes Committee on a quadrennial basis

PMcM  
May 2011

This policy/ key document has been through the Impact Assessment procedure to ensure that it has no identified adverse impact on identified individuals or groups, relating to race, age, gender, religion or belief, sexual orientation or disability.