

POLICY AND PROCEDURE

ACCESS TO COLLEGE INFORMATION POLICY AND PROCEDURE

| DOCUMENT CONTROL | | | |
|---|-----------------|------------------------|--------------------|
| SLT owner: | Principal | Together With: | Clerk to the Corp. |
| Date created/updated: | July 2016 | Review Date: | September 2019 |
| Approval Need by SLT: | Yes / No | Date Approved: | - |
| Approval Need by Governors: | Yes / No | Date Approved: | July 2016 |
| Approval Need by Unions: | Yes / No | Date Approved: | - |
| Impact Assessment Date*: | July 2016 | Job Title of Assessor: | Clerk to the Corp |
| Audience: | Staff: Yes / No | Students: Yes / No | Public: Yes / No |
| <i>If approval is not required by SLT/Governors/Unions please give reason, ie name changes only.</i> | | | |
| <i>* If the contents of this policy have been copied from an existing policy with no changes please insert the date of the original Impact Assessment and Assessor in the table above.</i> | | | |

1. This framework sets out the policy of Shrewsbury Colleges Group in relation to access to information.
2. Information about College activities is generally available to the public on request. The documents listed at below are readily available for inspection:
 - Agendas, papers, and minutes of Governing body meetings.
 - Governance of the College – summary of policy and procedures (including Code of Conduct).
 - Annual financial statements and annual report.
 - The College prospectus (including information on examination results).
 - Summary of the College Inspection Report.
 - Register of interests.
 - Instrument and Articles of Government.
 - Code on access to information

Access to College documentation

3. Any person wishing to inspect the documents listed at 2 above may do so by enquiring at the College Reception at the Welsh Bridge Campus.
4. Copies of some of these documents are available free of charge – prospectus (including examination results), and Inspection report.
5. The remaining documents are available for inspection only.

Confidential Information

6. Some information held by the College is confidential and will be withheld from any documentation or other information generally provided. Information falling into the categories below would normally be withheld:
 - Personal information relating to an individual

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- Information provided in confidence by a third party who has not authorised its disclosure
- Financial or other information relating to procurement decisions, including that relating to the College negotiating position
- Information relating to the negotiating position of the College in industrial relations matters
- 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 legal advisors
- Information planned for publication in advance of that publication

7. If any request is turned down on grounds of confidentiality, the College will give the reason for denying access.

Website

8. Under Paragraph 16(3) of the Instrument of Government, the Corporation must ensure that a copy of the draft or signed minutes of every meeting of the Corporation shall be placed on the institution's website for a minimum of 12 months, subject to 9 below.

Confidential Minutes

9. The Minutes relating to confidential items shall not be made available to the public unless authorised by the Corporation.

10. The Clerk to the Corporation shall, at the last Board meeting of each academic year, produce a list of confidential minutes from all meetings and the Corporation shall decide at that time whether or not they should remain confidential

Response to Enquiries

11. The College will endeavour to provide information other than that listed in 2 above on request, and to do so within 15 working days. Where the information can be collated easily, it will be provided. Where significant work is involved, the College reserves the right to charge for this time and any other costs incurred. Any such charge will be notified in advance to the person making the request to check that they wish to proceed. Where possible, alternative information or information sources will be given. Where the work involved is excessive the College reserves the right to decline to provide information requested.

Complaints

12. The College has established a procedure for dealing with complaints. Any person with a complaint about the availability of information should raise their complaint under this procedure. Copies of the procedure can be obtained from the College.