

## ATTENDANCE AT AND ACCESS TO MEETINGS POLICY AND PROCEDURE

DOCUMENT CONTROL			
SLT owner:	Principal	Together With:	Clerk to the Corp.
Date created/updated:	July 2016	Review Date:	Sept. 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*:		Job Title of Assessor:	
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 <b>no changes</b> please insert the date of the original Impact Assessment and Assessor in the table above.</i>			

### Aims and Objectives

To set out the policy for attendance at and access to meetings of the Shrewsbury Colleges Group Board and Committees.

1. Members of the Corporation and the Clerk are the only persons entitled to attend meetings of the Corporation. The Senior Management team shall attend meetings where appropriate and participate in discussion but have no voting powers.
2. Whilst the majority of business conducted by the Corporation will not be confidential, Corporation meetings shall be held in private. As a matter of course members of the public (including staff members of the College) or the press may not be in attendance at meetings.
3. In certain circumstances the Clerk to the Corporation shall be asked to withdraw if he/she is a member of staff of the College (Instrument 13 [10] refers)
4. A Staff Member shall withdraw from meetings as and when the need arises, eg discussions on his/her own or holders of posts senior to his/her own appointment, remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement (Instrument 13 [5](a-d) refers)
5. If a Member has a financial interest in the supply of work or goods to the College, the Instrument of Government does not require the Member with the financial interest in the College to withdraw when that matter is under consideration. (Instrument 10[2b and c] refers) However, it does state that the Member 'shall not take part in the consideration or vote on any question with respect to it and shall not be counted in the quorum present at the meeting in relation to a resolution on which he/she is not entitled to vote'. In such circumstances, the Corporation and/or Member concerned should consider whether withdrawal from the meeting would be more appropriate.
6. A Student Member shall withdraw from a meeting as and when the need arises, eg when discussing his/her own conduct and also if requested to do so by any one member, where there is consideration of the appointment, remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement of any member of staff (Instrument 13 [9] refers). Whether or not withdrawal is requested, a Student Member shall not participate in the discussion or vote.

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7. The Corporation shall consider whether individual employees are required to attend meetings of the Corporation, committees and/or sub-committees so that Members have access to particular information and advice.
8. Any person wishing to attend a meeting of the Corporation as an observer should in the first instance approach the Clerk who will arrange with the Chair for the request to be considered and approved/not approved by the Corporation (Instrument 15 refers). While considering such requests, the Corporation should have regard to the reason for the request to attend.
9. Where any person is given observer status at a meeting of the Corporation, the Chair should stress that certain items of business could be regarded as confidential. In such cases the person shall be required to withdraw from the meeting.

Unless specifically invited to do so, any person given observer status shall not have speaking rights during a meeting of the Corporation