



**Berkshire College of Agriculture
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POLICY ON ACCESS TO CORPORATION BUSINESS

A GUIDANCE NOTE

ACCESS TO COLLEGE INFORMATION

Introduction

1. This framework sets out the policy of the Berkshire College of Agriculture in relation to access to information.

Policy

2. Information about college activities is generally available to the public on request. In particular, the documents listed at Appendix 1 are readily available for inspection.

Access to College Documentation

3. Any person wishing to inspect the documents listed at Appendix 1 may do so as described in the appendix.
4. Copies of some of these documents are available free of charge as indicated in Appendix 1.
5. The remaining documents are available for inspection only. Copies may be made available at a charge to cover the costs of copying.

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 listed in Appendix 2 would normally be withheld.
7. If any request is turned down on grounds of confidentiality, the college will give the reason for denying access.
8. The Principal and Clerk will undertake an annual review of Corporation minutes or papers which have been designated as confidential items. Items which, due to the passing of time or for other reasons no longer require confidentiality will be reclassified as available for inspection in accordance with Appendix 2.

Public Access to Governing Body Meetings

9. The Corporation, or the Chair on its behalf, may at its discretion invite persons who are not members of the Corporation or the Clerk to attend Corporation Committee meetings, or parts of meetings. Any such invitations will be issued through the Clerk who shall stipulate the portion of the meeting which the person may attend. Such persons may only speak if invited to do so by the Chair or the Corporation or the Committee. The presence of such persons, and the point in the meeting at which they left, shall be recorded in the minutes.

Response to Enquiries

10. The college will endeavour to provide information other than that listed in Appendix 1 on request, and to do so within 15 working days. Where the information can be collated easily, it will be provided for a nominal charge. Where significant work is involved, requiring more than one hour of staff time, 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

9. The college has established a procedure for dealing with complaints, published in a leaflet, freely available from Reception. Any person with a complaint about the availability of information should raise their complaint under this procedure.

Appendix I

DOCUMENTS GENERALLY AVAILABLE

DOCUMENT	SOURCE
List of Corporation Members	Directorate/Clerk
Agendas, paper and minutes of Corporation [and Committee] meetings	Clerk
Standing Orders relating to meetings of the Corporation [and Committees]	Clerk
Annual Financial Statements [and annual report]	Directorate
The College Charter - FOC	Directorate/Clerk
The College Prospectus - FOC	Directorate/Clerk
Summary of the College Inspection Report - FOC	Clerk
Information on Examination Results - FOC	Directorate/Clerk
Register of Interests	Clerk
Code of Conduct for Corporation	Clerk
Instrument and Articles of Government	Clerk
College Policy on Access to Information	Clerk
Procedure on Whistleblowing	Clerk

Directorate/Clerk please apply in writing to the Clerk to the Corporation

FOC available free of charge

Appendix 2

DOCUMENTATION NOT AVAILABLE, WHICH MEETS ONE OR MORE OF THE FOLLOWING CRITERIA FOR CONFIDENTIALITY

- 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 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
- Part 2 agendas and minutes of Corporation meetings and those of its subcommittees
- Any other matters which, by reason of their nature, the Corporation is satisfied should be dealt with on a confidential basis