

## **LEEDS COLLEGE OF BUILDING**

### **POLICY ON THE PUBLICATION OF MINUTES OF THE CORPORATION**

The Corporation shall ensure that a copy of:

- the agenda for every meeting or sub-committee of the Corporation;
- the draft minutes of every such meeting, if they have been approved by the Chairman of the meeting;
- the signed minutes of every such meeting; and
- any report, document or other paper considered at any such meeting;

shall, in each case, as soon as may be made available during normal office hours in the library to any person wishing to inspect them.

There may be excluded from any item required to be made available, any material relating to:

- a named person employed at or proposed to be employed at the institution;
- a named student at, or candidate for admission to the institution; and
- any matter which, by reason of its nature, the Corporation are satisfied should be dealt with on a confidential basis.

It is proposed that separate minutes shall be taken of all items deemed to be confidential by the Corporation and separate minutes shall be taken of those parts of meetings from which staff or student members have withdrawn. A staff or student member who has withdrawn from a meeting shall not be entitled to see the minutes of that part of the meeting.

A colour coded system has been established for easy identification of minutes of sub-committee meetings or confidential items.

Minutes of Corporation and Sub-Committee meetings will be published on the College's website, together with information relating to access to meetings and the Search Committee's rules, terms of reference and advice to the Corporation.