



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

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## LEEDS COLLEGE OF BUILDING

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

The Corporation shall ensure that a copy of:

- The approved minutes of every Corporation meeting, including Committee meetings shall, in each case be published on the College website for a period of one year after the meeting concerned. Minutes from every Corporation meeting from over one year after the meeting concerned are available from the Director of Governance upon request.

#### Confidential matters

Privileged advice and confidential matters should be contained in a separate minute and should not be made available for public inspection. Information that is deemed confidential would normally include:

1. Personal information relating to an individual.
2. Information provided in confidence by a third party who has not authorised its disclosure.
3. Financial or other information relating to procurement decisions, including that relating to the College negotiating position.
4. Information relating to the negotiating position of the College in industrial relations matters.
5. Information relating to the financial position of the College where disclosure might harm the College or its competitive position, as determined by the Corporation.
6. Legal advice received from, or instructions given to the College legal advisors.
7. Information planned for publication in advance of that publication.
8. Any matter which, because of its nature, the Board is satisfied should be dealt with on a confidential basis.

Separate minutes shall be taken of those parts of meetings from which staff or student members have withdrawn. A staff or student member who has withdrawn from a meeting shall not be entitled to see the minutes of that part of the meeting.

Minutes of Corporation Meetings will be published as soon as possible following approval by the Chair of the Meeting.

There shall be an annual review by the Director of Governance and Chair to determine whether any Corporation or committee minutes classified as confidential shall be made available for publication. In appropriate cases, the Chair or the Director of Governance to the Corporation may refer these issues to the People & Governance Committee for determination.

Factors to be considered in determining whether or not to waive confidentiality will include whether an individual staff member or student could be identified; whether there are ongoing commercial reasons for maintaining confidentiality e.g., contract negotiations; whether there are or might be legal proceedings; whether the business undertaken is subject to a Non-Disclosure Agreement.