POLICY ON THE PUBLICATION OF MINUTES OF THE CORPORATION

Issue:	6	Prepared by:	Authorised by:
Original Issue Date:	May 2010	Director of Governance	Search & Governance Committee
Reviewed	May 2026		
Next Review:	May 2029	3 years	Board

LEEDS COLLEGE OF BUILDING

POLICY ON THE PUBLICATION OF MINUTES OF THE CORPORATION

The Corporation is committed to transparency and publishes Board and Committee minutes wherever possible. Information may be withheld from publication where disclosure would breach data protection legislation, compromise confidentiality, or prejudice the effective conduct of the College's affairs, in accordance with ICO guidance and the Freedom of Information Act 2000.

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.

Minutes will be published unless disclosure would breach statutory obligations or adversely affect the organisation or individuals.

Minutes (or parts of minutes) may therefore be deemed confidential and excluded from publication for the following reasons:

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1. Personal Data and Data Protection (UK GDPR / Data Protection Act 2018)
Personal data must not be disclosed inappropriately. This includes information that could identify individuals, directly or indirectly, where disclosure is not lawful, fair or necessary.
Confidentiality is justified where minutes include:

- Personal data relating to staff, students or governors
- Information connected to recruitment, disciplinaries, grievances, appraisals, performance, sickness or pay
- Sensitive or special category data (e.g. health, equality data)

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2. Employment and Human Resources Matters
Minutes dealing with individual employment issues or workforce matters will be withheld because:

- Disclosure would prejudice the rights and expectations of staff
- It could damage trust, morale or working relationships
- It may inhibit full and frank discussion by governors or senior leaders

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3. Commercial Sensitivity and Financial Information
Information will be excluded where publication would:

- Prejudice the College's commercial interests
- Undermine negotiations with funders, partners or suppliers
- Reveal pricing, contract terms, financial modelling, or tender information

This includes minutes dealing with:

- Contract negotiations
- Mergers, restructuring or partnership discussions
- Commercial strategy or bids

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4. Prejudice to the Effective Conduct of Public Affairs
Information will be withheld where disclosure would:

- Inhibit free and frank discussion at Board or Committee level
- Weaken the ability of governors to explore options or challenge proposals
- Undermine effective governance and decision-making

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5. Legal Professional Privilege and Litigation
Minutes will be withheld that include or refer to:

- Legal advice
- Actual or potential litigation
- Regulatory enforcement or dispute resolution

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6. Safeguarding, Health, Safety and Welfare
Information will be excluded where disclosure could:

- Compromise a safeguarding process
- Increase risk to individuals' safety or wellbeing
- Undermine confidentiality promised as part of safeguarding arrangements

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7. Regulatory or Assurance-Sensitive Information
Confidentiality will apply where minutes relate to:

- Ongoing regulatory engagement (e.g. DfE, FE Commissioner, Ofsted)
- Draft audit findings or internal assurance reports
- Emerging risks prior to mitigation or resolution

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 Search & 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.