

CORPORATION POLICY ON CONFIDENTIAL ITEMS DISCUSSED BY THE BOARD

- 1 Whenever possible, the Corporation Board practices a policy of openness and accountability. However, there will be times when a degree of sensitivity must be exercised. Examples of issues are stated in the Confidentiality Procedure below.
- 2 The Board will consider on a regular basis (at least annually) all items minuted as confidential, for release for College staff and public access. These will be made available on the college website along with all other minutes.
- 3 This policy and the procedure set out below also applies to all committees and working groups of the Corporation Board.

CORPORATION PROCEDURE ON CONFIDENTIAL ITEMS DISCUSSED BY THE BOARD

- 1 Confidential items will be decided by the Chair of the Corporation Board, the Clerk and the Chief Executive/Principal, when the agenda is being approved.
- 2 Items considered confidential may be issues relating to:-
 - a) items about staff pay;
 - b) items which consider named staff;
 - c) items relating to named staff grievances or disciplinaries;
 - d) items which affect the College organisation and structure;
 - e) items which deal with the appointment, remuneration, conditions of service, conduct, suspension, dismissal or retirement of the Clerk (Instrument of Government, s.14(9) refers)
 - f) commercially sensitive items
 - g) legally privileged items
- 3 A separate agenda will be drawn up by the Clerk for confidential items (unless the Clerk is the subject of the item).
- 4 The Chair of the Corporation Board will decide which governors should withdraw from the meeting for items considered confidential. However, as a guideline, Staff and Student Members and members of the SMT (other than the Principal), shall normally be excluded from discussions on items listed at 2 above and this extends also to the receipt of the confidential agenda, reports and minutes.
- 5 The Clerk shall withdraw for items under 2e) above.
- 6 The Chair of the Corporation Board shall consider each item, and a decision will be made as to whether to release the minutes for College staff/public access.
- 7 Minutes which refer to named persons will not be released for staff or public access.
- 8 Confidential items which are considered not for staff/public access shall remain in the Clerk's custody.