

## LONGLEY PARK SIXTH FORM COLLEGE

### POLICY ON ACCESS TO CORPORATION BUSINESS

In line with the Corporation's commitment to openness and accountability, the Corporation aims to keep confidential papers and agenda items and exclusions from meetings to a minimum.

All agendas, reports and other documents and all proceedings of the Corporation, committees and working parties shall become public following a meeting unless a decision is taken at a meeting to classify an item as being confidential. Copies of all papers not classified as confidential are available for public inspection from the office of the Clerk during normal working hours.

The following reasons only shall be used in order to determine whether a matter is confidential:

- (a) personal information relating to an individual;
- (b) information provided in confidence by a third party who has not authorised its disclosure;
- (c) financial or other information relating to procurement decisions, including information relating to the college negotiating position, during the course of those negotiations;
- (d) information relating to the negotiating position of the College in industrial relations matters, during the course of those negotiations;
- (e) information relating to the financial position of the College where the Corporation is satisfied in good faith that disclosure might harm the College or its competitive position;
- (f) legal advice received from or instructions given to the College legal advisors;
- (g) information planned for publication in advance of that publication; and/or
- (h) information not otherwise covered above, but considered to be commercially sensitive.

Any decision to classify a matter as confidential must be by means of a vote.

Each body of the Corporation shall undertake an annual review of the confidential minutes and decide whether to release each confidential minute for the public record.