Further and Higher Education Act 1992
Instrument and Articles of Government

PUBLICATION OF MINUTES AND PAPERS OF COMMITTEE MEETINGS

Instrument 17 of the Instrument and Articles of Government, requires that:

(1)   Subject to paragraph (2), the Corporation shall ensure that a copy of –

(a) the agenda for every meeting of the Corporation;
(b) the draft minutes of every such meeting, if they have been approved by the Chair of the meeting;
(c) the signed minutes of every such meeting; and
(d) any report, document or other paper considered at any such meeting,

shall as soon as possible be made available during normal office hours at the institution to any person wishing to inspect them.

(2)   There shall be excluded from any item required to be made available in pursuance of paragraph (1), any material relating to –

(a) a named person employed at or proposed to be employed at the institution;
(b) a named student at, or candidate for admission to, the institution;
(c) the Clerk; or
(d) any matter which, by reason of its nature, the Corporation is satisfied should be dealt with on a confidential basis.

(3)   The Corporation shall ensure that a copy of the draft or signed minutes of every meeting of the Corporation, under paragraph (1), shall be placed on the institution's website, and shall … remain on its website for a minimum period of 12 months.

(4)   The Corporation shall review regularly all material excluded from inspection under paragraph 2(d) and make any such material available for inspection where it is satisfied that the reason for dealing with the matter on a confidential basis no longer applies, or where it considers that the public interest in disclosure outweighs that reason.

The Corporation has also determined that:

(1)   The Principal, Chair of Governors and Head of Governance shall carry out an annual review of confidential minutes. Any queries arising as a result of the annual review shall be referred back to the originating committee for resolution.