



POLICY ON ATTENDANCE AT BOARD MEETINGS AND ACCESS TO BOARD INFORMATION

1 ATTENDANCE AT BOARD MEETINGS

- 1.1 There is an expectation that Members appointed to serve on the Board will participate fully in its work and make a valued contribution. It is recognised that all members will have other demands on their time and there may be occasions where it is not possible to attend a meeting.
- 1.2 The Board has agreed a minimum attendance target of 80%. This target will be reviewed annually by the Board, benchmarked on the previous year's data. Members should endeavour to attend all Board and Committee meetings of which they are members.
- 1.3 Members should give the Clerk to the Corporation as much notice as possible if they are unable to attend a meeting. This enables apologies for absence to be registered and the Clerk to judge if a meeting is going to be quorate. If the Clerk judges that a meeting will not be quorate, he/she will inform the Chair of the Board (or Committee) immediately. Members who arrive after the commencement of the start of business or leave part way through a meeting will be recorded as having doing so in the formal Minutes.
- 1.4 The Clerk will maintain a register of Members' attendance at meetings and this will be monitored by the Search & Governance Committee against agreed targets and reported to the Board on an annual basis.
- 1.5 Attendance at Board meetings will be limited to members, the Clerk and Senior Post Holders who will present and support reports on work and offer advice to members when requested. The Chief Executive is authorised to invite other contributors, including members of staff in their employed capacity, to attend for both non-confidential and confidential business as appropriate. At the Chair's discretion such contributors will attend for specific item(s) only.
- 1.6 With the exception of the Audit Committee, the Chair of the Board shall be entitled to attend and speak (but not to vote) at meetings of any committee of which (s)he is not a member.
- 1.7 If a Board member subsequently enters into a contract of employment with the College, he/she will therefore become a member of staff of the College and should resign from the Board. However that member is eligible to serve as a staff member should a vacancy occur.

- 1.8 Any question of attendance by any other person to participate in a meeting of the Board shall be decided by the Chair after taking advice from the Chief Executive and the Clerk.
- 1.9 Members of the public and representatives of the press shall not be admitted to meetings of the Board.
- 1.10 Except for the Audit Committee, the Chair of the Board shall be entitled to attend and speak (but not to vote) at meetings of any committee of which (s)he is not a member.
- 1.11 Should a staff member be suspended from the College as a member of staff or a student member be suspended from the College as a student of the College, the Chief Executive should advise the Chair and Clerk immediately. In these circumstances, the Board may suspend the staff/student member from their membership of the Board in accordance with the Standing Orders.
- 1.12 Specific long-term absence due to personal circumstances or ill health for a period likely to be of a duration of six months or more may be permitted with the agreement of the Board. The Clerk will bring the matter to the attention of the Chair and any authority for the absence will be agreed and noted in the Minutes.
- 1.13 Where the Board is satisfied that a member is unfit or unable to discharge the functions of a member, or that it is not in the best interests of the Board for a member to continue in active office for any reason (including but not limited to pending the outcome of an investigation, whether internal or external), the Board may, by notice in writing to that member, suspend the member from office until further notice.
- 1.14 Members may be removed from office in accordance with the provisions relating to termination of membership in the Instrument of Government where in the Board's view they are unfit to discharge the functions of a member or where they have been absent without the permission of the Chair for more than six consecutive months.
- 1.15 If the Board decides that this is the most appropriate course of action the decision must be taken fairly and openly and fully minuted. If the Board feels that this course of action is appropriate, an approach shall be made to the Clerk who may seek legal guidance on the matter. A member removed from office shall have no right of appeal against the Board's decision.
- 1.16 Where a member's level of attendance, whilst of less than six consecutive months duration, is becoming a cause of concern, the Chair of the Search & Governance Committee or another member of that Committee will investigate the reasons and prospects for improvement and report to the full Committee to decide whether any action is necessary.

2. ACCESS TO BOARD INFORMATION

- 2.1 In accordance with the Instrument and Articles of Government as far as possible all business of the Board shall be open to scrutiny. Items deemed to be of a confidential nature will be kept to a minimum and be consistent with this policy, the

Freedom of Information Act 2000 and the Data Protection Act 1998, including subsequent re-enactments/revisions.

2.2 Except for the Confidential items listed in paragraph 2.3, below, the following items will be available for inspection by appointment during normal office hours by prior arrangement with the Clerk:

- agendas for meetings of the Board and its Committees
- signed Minutes of every such meeting once approved by the Chair;
- reports, documents or other papers considered at a meeting of the Board.

2.3 Any material relating to any of the Confidential items listed below will be regarded as excluded and not be made available for inspection nor will any matter which, because of its nature, the Board is satisfied should be dealt with on a confidential basis.

(a) Consideration of the financial position of the College where disclosure might harm the College or its competitive position, as determined by the Board;

(b) Consideration of financial or other information relating to procurement decisions, including that relating to the College's negotiating position

(c) Items containing personal information relating to an individual

(d) Information provided in confidence by a third party who has not authorised its disclosure

(e) information relating to the negotiating position of the College in employee relation matters

(f) Where appropriate, professional advice received from or instructions given to the College's professional advisers

(g) Discussion of any legal proceedings in which the Board is involved

(h) Information planned for publication in advance of that publication

(i) Any other matters the publication of which would, in the Board's view, be detrimental to the College's interests

(j) Reports and Minutes of the Remuneration Committee

(k) Staff matters relating to remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement of staff;

(l) a named person employed at or proposed to be employed at the College

(m) a named student at or candidate for admission to the College

(n) discussion or information relating to a Member or prospective Member.

2.4 Copies of approved and signed minutes of every meeting of the Board and Committee meetings, excluding minutes deemed confidential, will be published on the College's website and be remain there for a minimum period of 12 months.

- 2.5 Confidential business and the Minutes relating to it may be reviewed periodically by the Board and made available for publication and inspection where deemed appropriate.
- 2.6 All members and co-opted members of committees must respect the confidentiality of any papers made available to them whether for the purposes of Board or Committee meetings or otherwise for so long as those papers remain confidential.
- 2.7 Members' contact details will not be supplied to any individual but may be supplied to other Board members by the Clerk
- 2.8 Formal minutes of committee meetings are prepared and submitted to the next ordinary meeting of the Board. Items which are confidential in terms of the criteria set out in paragraph 2.3 of this policy are prepared separately and submitted in a separate Confidential Board agenda.
- 2.9 Non-confidential information about the College's activities is generally available to the public on request. In the event a person has a complaint about the availability of information they should raise their complaint in the first instance with the Clerk.
- 2.10 This policy on Attendance at Meetings and Access to Board Information will be published on the College website and made available to view at the College during normal office hours to any person by prior arrangement with the Clerk.

Approved by the Corporation Board at its meeting on 13th December 2017