

### PUBLIC INFORMATION

#### Schedule of Corporation Meetings 2014/15 and 2015/16

Meetings have been convened for the under mentioned dates commencing at 17:00. Meetings are not open to the public.

12th February 2015	10th December 2015
19th March 2015 - Development Day	11th February 2016
14th May 2015	17th March 2016 - Development Day
9th July 2015	12th May 2016
24th September 2015	7th July 2016
12th November 2015 - Development Day	

#### Data Protection Act

The College conforms to the requirements of the Data Protection Act 1998 in the matter of the provision of personal information. Enquiries should initially be addressed to the Clerk to the Corporation. All legitimate requests for access to personal information will be complied with within 40 calendar days unless there is good reason for delay.

#### Freedom of Information Act 2000

The College will comply with the requirements of the Freedom of Information Act and its interface with the Data Protection Act and any other relevant legislation. A revised "model publication scheme" was adopted in February 2009 and reviewed in February 2015. This document appears on the College website.

#### Instrument and Articles of Government

A copy of the Instrument and Articles of Government shall be given to every Corporation member.

A copy of the Instrument and Articles shall be made available for inspection on the College Website or via application to the Clerk to the Corporation. There are no special rules or bye-laws with regard to the government and conduct of the institution

#### Public Access to College Accounts

Under the terms of the Charities Act, the Board is required to supply any person with a copy of the College's most recent accounts within two months of a request. The Board may require a reasonable fee and this will be indicated in the Freedom of Information Act Publication Scheme which appears on the College website.

#### Public Access to Corporation Register

In the interests of openness, the Corporation has determined that the Clerk to the Corporation shall maintain and make available for public inspection a Register of Corporation Members and Corporate Management Team's Interests - any charges are set out in the Freedom of Information Act Publication Scheme.

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### **Public Access to Meetings**

The Corporation has determined that members of the public are not allowed to attend Corporation or Committee meetings.

### **Publication of Minutes and Papers**

A copy of the signed minutes of Corporation or Committee meetings is available from the Clerk to the Corporation upon request. Matters deemed to be of a confidential nature will not, however, be made available for public scrutiny.

A copy of all Committee's terms of reference will be made available on the College website.

If any request for access to Corporation or other information is declined on the grounds of confidentiality, the College will give the reason for denying access.

Copies of Agendas and papers of the Corporation and Committee meetings are also available from the Clerk to the Corporation, as are minutes of any other "ad-hoc" working group or committee established by the Corporation. However, Remuneration Committee and Special Committee agendas and minutes are deemed confidential and are not available for public scrutiny. Documentation relating to the Capital Project Working Group and the Strategic Project Group will remain confidential whilst deemed to contain commercially sensitive information. The Corporation will review any confidential documentation on a regular basis and determine whether same can be released into the public domain. Other information about College activities is generally available to the public on request as detailed in the Freedom of Information Act Publication Scheme.

### **Response to Enquiries**

The College will endeavour to provide information, other than that which is exempt under the Data Protection Act, on written request. This will be provided in compliance with the timescales set out in the Data Protection Act and Freedom of Information Act, unless there is a good reason for delay. The College reserves the right to charge for some information, particularly where significant work is involved in compiling the information. Any proposed charge will be advised on receipt of the enquiry as per the Freedom of Information Act Publication Scheme.

Where the work involved in compiling information is excessive, the College reserves the right to decline to provide information requested unless this is required to be made available under the Data Protection Act or Freedom of Information Act.

### **Complaints**

All formal complaints should be addressed to the Clerk to the Corporation who will ensure that the complaint is dealt with in accordance with the Complaints Policy and Procedure.

### **Weston College and its Subsidiary Companies**

The access to college information covers Weston College and its Subsidiary Companies except where specified.

This document was reviewed and approved by the Corporation on 12th February 2015

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