

CORPORATION POLICY STATEMENT **ON OPENNESS**

The Corporation will conduct itself in a manner which is open, transparent and accountable and aims to keep confidential papers and agenda items and exclusions from meetings to a minimum.

The Corporation will ensure that a copy of the following is available, during normal office hours, to any person wishing to inspect them by writing to the Clerk of the Corporation:

- The Agenda for all Corporation and Committee Meetings with the exception of the Remuneration Committee and those that the Corporation may agree are confidential.
- The draft and signed minutes for all Corporation and Committee Meetings with the exception of those relating to closed sessions, the Remuneration Committee and those that the Corporation may agree are confidential.
- Any report, document or other paper from all Corporation and Committee Meetings except those relating to closed sessions, the Remuneration Committee and those that the Corporation may agree are confidential.
- The Register of Members Interests.

The Corporation will ensure that:

- The Principal will summarise recent significant Corporation decisions in his staff briefings.
- An Annual General Meeting is held after which members of the Corporation can be questioned by the public and press.
- They publish a Strategic Plan, which includes information on the role and remit of the College and its plans and strategy.

Minutes of Corporation and other committee meetings will be published on the College web site and intranet excluding the Remuneration Committee, those minutes that note individuals by name or discuss financial or strategic matters that may be of use to our competitors and with the approval of the Corporation.

The Corporation will regularly review items classified as confidential, as the approved Process for the Release of Closed Documents, and make them publically available once they either cease to be confidential or where the Corporation considers that the public interest disclosure outweighs the reasons for them remaining confidential.

Complaints relating to access to agendas, minutes, papers or registers should be referred, in writing, to the Clerk of the Corporation.