



## **STATEMENT ON PUBLIC ACCESS TO AGENDAS, PAPERS AND MINUTES**

1. The Governing Body's policy on public access to the information it holds, mirrors and complies with the principles and regulations enshrined in the Freedom of Information Act 2000 and the Data Protection Act 1998, and is in accordance with the College's Instrument and Articles of Government.

2. The agendas, papers and minutes of the Governing Body, its Committees and Sub-Committees are, therefore, readily made available to the public, unless the papers or minutes relate to:

- a named person employed at, or proposed to be employed at, the College;
- a named student at, or candidate for admission to, the College;
- information provided in confidence by a third party, where to disclose it would be an actionable breach of confidence;
- information, the disclosure of which is prohibited under other legislation, or would constitute a contempt of court;

**or**

the paper does not originate from the College and is reasonably accessible to the applicant by other means (e.g. from the originator of the document);

**or**

the Governing Body, a Committee or Sub-Committee is satisfied that, at least for the time being, the information should not be disclosed because it is:

- a trade secret or is commercially sensitive. (This would include information relating to the College's negotiating position in relation to procurement and industrial relations matters.);
- planned for publication at a later date;
- is subject to legal professional privilege.

3. The fact that a minute of a meeting of the Governing Body, its Committees or Sub-Committees, or a paper considered at one of those meetings, falls, or could be said to fall, within one of the categories mentioned in 2 above, does not (unless its disclosure is prohibited under other legislation or would constitute a contempt of court) automatically mean that the information will not be made publicly available. Instead, and on each occasion, a judgement will be made in accordance with the

principles and requirements of the Freedom of Information Act and, where appropriate, the Data Protection Act.

Moreover, each year the Governing Body will review all minutes and papers which have been deemed to be confidential and, with the exception mentioned in the preceding paragraph, make them publicly available once they either cease to be confidential or where the Governing Body considers that the public interest in disclosure now outweighs the reasons for them remaining confidential.

4. The agendas, papers and minutes (but excluding any papers or minutes which have been deemed to be confidential, or papers which are accessible by other means) of the Governing Body, its Committees and Sub-Committees are available from:

Bettina Walker  
Clerk to the Corporation  
Petroc  
Old Sitcklepath Hill  
Barnstaple  
EX31 2BQ  
Tel: 01271 852456  
Email:  
[Bettina.walker@petroc.ac.uk](mailto:Bettina.walker@petroc.ac.uk)

The minutes of the meetings can also be viewed on, and downloaded from, the College website [www.petroc.ac.uk](http://www.petroc.ac.uk) by clicking onto "About the College" – "Corporate information" – "Governors".