

GREENHEAD COLLEGE
FREEDOM OF INFORMATION POLICY
Including access to meetings

1 Introduction

The policy of the College in relation to public access to information is to demonstrate that it is open and accountable in the conduct of business and decision-making. The College has produced a Publication Scheme to meet the requirements of the Freedom of Information Act 2000 (FOIA). Details are available on the college website or by contacting the College or Clerk to Governors. The College also complies with the Data Protection Act 1998 and ensures that personal data is dealt with appropriately – see paragraph 4 on confidentiality.

2 Identification of Chair, Principal and Clerk to Governors

The name and contact details for the Chair, Principal and Clerk to the Governors are published in the College Charter, the College Prospectus and in the Publication Scheme.

3 Register of Interests

Governors, members of the Corporation and college budget holders are required to complete a declaration of interest form for inclusion in the Register of Interests and to inform the Clerk to Governors of any changes during the year. The declarations are renewed annually in the autumn term.

The Register of Interests is kept by the Clerk to Governors and can be inspected during office hours at Greenhead College by prior arrangement.

4 Confidentiality

The Board has agreed that confidentiality must be observed in accordance with the Data Protection Act 1998 and the exemptions in the Freedom of Information Act, which allows for information to be withheld or qualified. This includes personal information deemed sensitive under the Data Protection Act 1998 and information where a public interest test applies. The categories for determining confidentiality are:

- a. personal information relating to an individual;
- b. information provided in confidence by a third party who has not authorised its disclosure;
- c. financial or other information relating to procurement decisions, including information relating to the college negotiating position, during the course of those negotiations;
- d. information relating to the negotiating position of the College in employment relations matters, during the course of those negotiations;

- e. information relating to the financial position of the College where the Corporation is satisfied in good faith that disclosure might harm the College or its competitive position;
- f. legal advice received from or instructions given to the College legal advisors;
- g. information planned for publication in advance of that publication; and/or
- h. information not otherwise covered above, but considered to be commercially sensitive **by the Principal**

5 Confidential minutes

Where information has been recorded in the confidential minutes of a meeting, the Clerk to Governors will review these prior to the preparation of the papers for the meeting at which the confidential minutes would be approved. In consultation with the Chair of the Board or relevant committee, a decision will be made regarding the criteria for maintaining confidentiality of the minutes.

6 Attendance at Board, College Council and committee meetings by members of the general public and the media/press

The Board has decided that attendance by the public or by the media / press at meetings of the Board, College Councils and committees is not allowed. In exceptional circumstances the Board may decide (by a majority vote) to allow members of the public or media / press to attend for all or a specific part of a particular Board, College Councils or committee meeting.

7 Freedom of Information Statement

A statement giving details of the College's Freedom of Information Policy and Publication Scheme has been prepared for issue to any member of the public enquiring about the availability of information related to the College. This is produced as Annex A to this policy. It will be available on the college website in 2004.

GREENHEAD COLLEGE

FREEDOM OF INFORMATION STATEMENT

1 Policy

Information about College activities and meetings of the Corporation Board, and College and committees is available to the public through the Freedom of Information Act Publication Scheme. The Scheme includes classes of information under the following headings:

- Governance
- Financial Resources
- Human Resources
- Physical Resources
- Student Administration and Support
- Information Services
- Teaching and Learning
- External Relations

2 Confidential Information

Some information held by the College is confidential in compliance with the Data Protection Act and the exemptions allowed in the Freedom of Information Publication Scheme. The Policy provides further detail.

3 Responses to Enquiries

The Freedom of Information Act Publication Scheme sets out the manner in which information is available. Most of this can be found on the college website or a hard copy can be provided on request. College will endeavour to provide information promptly and without making a charge unless significant work is involved. The Charging Policy and Scale of Charges are set out in the Publication Scheme. Any charges will be notified in advance to the person making the request to check that they wish to proceed.

4 Contacts

Greenhead College website: www.greenhead.ac.uk

Greenhead College, Greenhead Road, Huddersfield, HD1 4ES
Tel 01484 422032

Clerk to Governors, Greenhead College, Greenhead Road, Huddersfield. HD1 4ES
Tel: 01484 422032 Fax 01484 518025