



GOVERNANCE

ACCESS TO COLLEGE INFORMATION POLICY

Introduction

1. This framework sets out the policy of Shrewsbury Sixth Form College in relation to access to information.
2. Information about College activities is generally available to the public on request. In particular, the documents listed at Appendix A are readily available for inspection.

Access to College documentation

3. Any person wishing to inspect the documents listed at Appendix 1 may do so by enquiring at the College Office.
4. Copies of some of these documents are available free of charge – prospectus (including examination results), charter and Inspection report.
5. The remaining documents are available for inspection only.

Confidential Information

6. Some information held by the College is confidential and will be withheld from any documentation or other information generally provided. Information falling into the categories listed in Appendix 2 would normally be withheld.
7. If any request is turned down on grounds of confidentiality, the College will give the reason for denying access.
8. Matters relating to a commercial transaction or to a negotiating position may be sensitive only for a specified period, after which the restriction can be removed. The Corporation will specify time limits for each piece of confidential business within these categories. Once the transaction or negotiations are concluded, documentation may become publicly available.

Response to Enquiries

9. The College will endeavour to provide information other than that listed in Appendix 1 on request, and to do so within 15 working days. Where the information can be collated easily, it will be provided. Where significant work is involved, the College reserves the right to charge for this time and any other costs incurred. Any such charge will be notified in advance to the person making the request to check that they wish to proceed. Where possible, alternative information or information sources will be given. Where the work involved is excessive the College reserves the right to decline to provide information requested.

Complaints

10. The College has established a procedure for dealing with complaints. Any person with a complaint about the availability of information should raise their complaint under this procedure. Copies of the procedure can be obtained from the College office.

Appendix 1 – Documents generally available

- Agendas, papers, and minutes of governing body meetings.
- Governance of the College – summary of policy and procedures (including Code of Conduct).
- Annual financial statements and annual report.
- The College Charter.
- The College prospectus (including information on examination results).
- Summary of the College Inspection Report.
- Register of interests.
- Instrument and articles of government.
- Code on access to information.

Appendix 2 – Criteria for Confidentiality

- Personal information relating to an individual
- Information provided in confidence by a third party who has not authorised its disclosure*
- Financial or other information relating to procurement decisions, including that relating to the College negotiating position*
- Information relating to the negotiating position of the College in industrial relations matters*
- Information relating to the financial position of the College where disclosure might harm the College or its competitive position, as determined by the governing body*
- Legal advice received from or instructions given to the College legal advisors*
- Information planned for publication in advance of that publication*

*** For categories marked with an asterisk, the Corporation will specify a time limit for each piece of confidential business**