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1. Purpose

- 1.1. This policy outlines how members of the public can access information held by the college, including which documents are available, how to request them, and how confidentiality is managed.
- 1.2. This policy applies to all information held by the college that is not subject to legal restrictions or confidentiality agreements.
- 1.3. Information about college activities is generally available to the public on request. The documents listed at below are readily available for inspection:
 - Agendas, papers, and minutes of Governing body meetings designated as open for inspection (i.e. not designated as a confidential item under Instrument 15 and Standing Order 11).
 - Governance of the college – summary of policy and procedures (including Code of Conduct).
 - Annual financial statements and annual report.
 - 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.

2. Access to College documentation

- 2.1. Any person wishing to inspect the documents listed at 1.2 above may do so by enquiring at the college (contact details available at [Contact Us | Phone Number | Shrewsbury College](#))
- 2.2. Copies of some of these documents are available free of charge – prospectus (including examination results), and Inspection report.
- 2.3. The remaining documents are available for inspection only.

3. Confidential Information

3.1. 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 below would normally be withheld:

- 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

3.2. If any request is turned down on grounds of confidentiality, the college will give the reason for denying access.

4. Website

4.1. Under Paragraph 15 of the Instrument of Government, the Corporation must ensure that a copy of the draft or signed minutes of every meeting of the Corporation shall be placed on the institution's website for a minimum of 12 months, subject to 5.1 below.

5. Confidential Minutes

5.1. The Minutes relating to confidential items shall not be made available to the public unless authorised by the Corporation.

5.2. The Clerk to the Corporation shall, at least annually, produce a list of confidential minutes from all meetings and the Corporation shall decide at that time whether they should remain confidential.

6. Response to Enquiries

6.1. The college will endeavour to provide information other than that listed in 2 above 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.

7. Complaints

7.1. 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's website.

8. Accessibility

A plain-language summary of this policy is available for students, parents, and community members. Alternative formats can be provided upon request.

1 Page Summary

Access to College Information


What You Can Access

- Mission & Values
- Annual Reports
- Meeting Minutes (except confidential minutes)
- Policies & Procedures
- Course Information

What's Confidential

- Personal Data
- Contracts
- Legal Advice
- Sensitive Information

How to Request

- Email the Clerk – tracyc@shrewsbury.ac.uk
- Use Website Form
- Submit in Writing  Response: within 15 working days

If Refused

- Request Review
- Use Complaints Procedure

Policy Review

 Next Review: July 2028