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## 1. Purpose

- 1.1. The Corporation is committed to transparency, openness and accountability in its governance arrangements. Transparent governance arrangements support delivery of the College Strategic Plan by promoting accountability, stakeholder confidence and informed decision-making.
- 1.2. This policy sets out how information relating to the college and Corporation may be accessed by students, staff, stakeholders and members of the public, whilst ensuring that confidential, commercially sensitive and personal information is appropriately protected. This policy applies to all information held by the college that is not subject to legal restrictions or confidentiality agreements.
- 1.3. The policy supports the Corporation's commitment to effective governance, compliance with legal and regulatory requirements and maintaining public confidence in the stewardship of college resources.
- 1.4. 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 the Instrument and Articles of Government and associated Standing Orders).
  - 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

The Corporation shall publish approved minutes of Corporation meetings on the college website in accordance with the Instrument and Articles of Government, subject to the exclusion of confidential items.

## **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 Corporation will review confidential items regularly to determine whether the reasons for confidentiality continue to apply.

## **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
- safeguarding information;
- cyber security information;
- information relating to investigations;
- information which may prejudice the effective conduct of the college.

#### How to Request

- Email the Clerk – [tracyc@shrewsbury.ac.uk](mailto: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