



## POLICY ON ACCESS TO COLLEGE INFORMATION

### Purpose of Policy

The purpose of City College Coventry's Policy on Access to College Information is to make College information available unless there are sound reasons for maintaining confidentiality. The policy complies with the requirements of the Freedom of Information Act 2000.

### Policy

Information about College activities is generally available to the public on request. In particular, the documents listed at Annex A are readily available for inspection.

### Contribution to Achievement of the College's Mission

The College's Mission is *'Responding to Diversity, Raising the Standard, Taking Education Further'*. This Policy contributes to the Mission by raising the standard of openness in the life and work of the College.

### Implementation

- Any person wishing to inspect the documents listed at Annex A may do so in the College Library during normal College opening hours. Most are also available on the College website.
- Copies of some of these documents are available free of charge, as indicated.
- The remaining documents are available for inspection only. Copies may be made available at a charge to cover the costs of copying.
- The College will endeavour to provide information other than that listed in Annex A on request, and to do so within 15 working days. Where the information can be collated easily, and is of small volume, it will be provided without charge. Where significant work is involved, the College reserves the right to charge for staff time and any other costs incurred. Any such charge will be notified in advance to the person making the request to determine whether 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.
- The College will each year circulate its Annual Report to a wide range of groups and organisations including the City's libraries, and will encourage recipients to raise any questions they wish to about the work of the College.
- 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 Annex B will normally be withheld.
- If any request is turned down on grounds of confidentiality, the College will give the reason for denying access.
- The College has established a procedure for dealing with complaints, referred to in the College Charter and Student Handbook. 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 Student Services.

## Monitoring and Impact Measurement

The Clerk to the Corporation will monitor implementation of this policy and will report any issues arising to the Corporation/Executive as appropriate. The impact of the policy will be measured by the number of requests for information available under the policy, and the amount of staff time involved in meeting such requests.

## Publication of Policy

This policy will be made publicly available, provided to all members of staff and communicated widely to the student body via the intranet

<b>Policy Review Date</b>	November 2010
<b>Executive member responsible for implementation</b>	Director of Corporate Services

<b>Approval and Review History</b>
• Approved by the Corporation on 17th September 2002 (Minute C67/02)
• Updated by the Corporation on 2nd July 2003 (Minute C49/03)
• Reviewed and approved by the Corporation on 17th September 2003 (Minute C77/03)
• Reviewed and approved by the Corporation on 15th September 2004 (Minute C73/04)
• Reviewed and approved by the Corporation on 14th September 2005 (Minutes C60/05 & C71/05)
• Reviewed and approved by the Corporation on 13th September 2006 (Minute C72/06)
• Reviewed and approved by the Corporation on 5th December 2007 (Minute C102/07)
• Reviewed and approved by the Principal (under delegated authority from the Corporation) at the Executive meeting of 23rd November 2009 (Minute 9)

## **ANNEX A**

### **Documents Generally Available**

- Instrument & Articles of Government\*
- Agendas, papers, and minutes of Corporation and Committee meetings
- Statement of policy on attendance at and publication of Committee minutes\*
- Members' Annual Reports and Financial Statements\*
- The College Charter\*
- The College Prospectus\*
- College inspection reports\*
- Information on examination results
- Register of Governors' Interests\*
- Code of Conduct for Governors\*
- Code of Conduct for College Staff\*
- Public Interest Disclosure Policy and Procedure\*
- Policy on Access to College Information\*

- Code of Ethics for the College\*

*(\* a single copy will be provided free of charge)*

## **ANNEX B**

For sound reasons of confidentiality, information falling into the categories listed below will 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 or other commercially sensitive issues, including that relating to the College negotiating position, during the course of those negotiations
- information relating to the negotiating position of the College in industrial relations and other staffing matters, during the course of those negotiations
- 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
- legal advice received from or instructions given to the College legal advisers
- information planned for publication in advance of that publication.