

**LUMINATE EDUCATION GROUP
POLICY ON ATTENDANCE AT MEETINGS AND ACCESS TO BUSINESS**

1. Attendance at Board and Committee Meetings

- 1.1 Meetings of the Board of Governors, and other boards and committees within the Luminate Education Group, are not open to members of the public and representatives of the press.
- 1.2 The Chair of any board/committee may invite the attendance of any person who is not a member after having taken the advice of the CEO/Principal and the Director of Governance.
- 1.3 All boards/committees shall have the right to exclude any person who is not a member from all or part of a meeting should this be warranted by the nature of the business to be considered. However, they may not exclude the Director of Governance unless his/her remuneration, conditions of service, conduct, suspension, dismissal or retirement are to be considered.

2. Consideration of Confidential Business

- 2.1 The group's policy is that details of board/committee business will generally be available to the public but nevertheless reserves the right to keep certain matters confidential. The criteria for confidentiality are:
 - i. Consideration of the financial position of the college/group where disclosure might harm the college/group or its competitive position, as determined by the board/committee
 - ii. Consideration of financial or other information relating to procurement decisions, including that relating to the group's negotiating position
 - iii. Items containing personal information relating to an individual
 - iv. Information provided in confidence by a third party who has not authorised its disclosure
 - v. Where appropriate, professional advice received from or instructions given to the group's professional advisers
 - vi. Discussion of any legal proceedings in which the board/committee is involved
 - vii. Information planned for publication in advance of that publication
 - viii. Any other matters the publication of which would, in the board's (or committee's) view, be detrimental to the group's interests
- 2.2 The Corporation has the discretion under the provisions of the relevant clauses in the Instrument of Government to exclude certain governors for specific items of business. Where such exclusions may take place, papers for the relevant items may not be provided to the governor(s) concerned in advance of the meeting.
- 2.3 Following periodic review by the Director of Governance, the Governance & Nominations Committee will decide which items of business that were dealt with in confidence can be regarded as non-confidential.

3. Access to Documentation

- 3.1 The Freedom of Information Act 2000 promotes greater openness and accountability across the public sector by requiring all public authorities to proactively publish information which they hold through the adoption of a publication scheme. This is a document which describes the information a public authority publishes or intends to publish. In this context publish means to make information available routinely. Luminate Education Group has adopted the model publication scheme developed for the FE sector and is committed to publishing the information it describes.
- 3.2 The publication scheme is available via the website or by emailing the Governance Team at governance@luminare.ac.uk.

- 3.3 To request information from the Luminate Education Group contact the Governance Team by email at governance@luminare.ac.uk or by post to:

Melanie Halstead
Director of Governance
Leeds City College
Park Lane
Leeds
LS3 1AA

- 3.4 The majority of information will be provided free of charge. In particular, for any information declared in the group's publication scheme there will normally be no fee charged as it is anticipated that this information is readily available. For information not declared in the publication scheme, the group will follow the Secretary of State's guidance on fees. Any charges will be notified in advance to the person making the request to check that they wish to proceed.
- 3.5 Information which is confidential in the terms of paragraphs 2.1 and 2.2 will normally be withheld from any documentation or other information generally provided. If any request for information is turned down on the grounds of confidentiality, the group will give the reason for denying access. In addition, the group is not required to supply information if it falls under one of the exemptions under the Freedom of Information Act, in which case it will explain why it is not releasing the information.
- 3.6 The group will endeavour to provide requested information within 20 working days.
- 3.7 Any person having a complaint about the availability of information should put their complaint in writing to the Director of Governance.
- 3.8 If the group is unable to resolve the complaint, the complainant may contact the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

4. Complaints about the Board of Governors

- 4.1 Any member of the public wishing to make a complaint against the Board of Governors or against an individual governor should put the matter in writing to the Director of Governance who is authorised by the Board of Governors to arrange for any such complaint to be investigated and to report to the Education and Skills Funding Agency if in his/her judgement this is warranted by the nature of the complaint.
- 4.2 The Director of Governance will ensure that a full response is made to the complaint and, where a lengthy investigation is undertaken, that the complainant is kept advised of progress. The Board of Governors is committed to acting as openly as possible but reserves the right, acting upon the advice of its lawyers, to keep confidential any matters which should not be publicised.
- 4.3 The Director of Governance will also report on the complaint and the investigation to the Chair of the Board as appropriate to the circumstances.