

## Definitions the East Sussex College Group Board (ESCG) uses in determining the publication of ESCG Board and Committee Minutes.

The ESCG Standing Order provides:

### 5.3 Confidentiality

The following criteria are applied in considering whether the material should be dealt with on a confidential basis:

- Material relating to a named person employed at, or proposed to be employed at, the College (this will also apply to members of the Corporation)
- Material relating to a named student at, or candidate for admission to, the College
- Information relating to an identifiable group of staff or students at the College
- Negotiations with trade unions
- Information relating to contract negotiations
- Commercially sensitive or strategic information, the release of which might be disadvantageous to the College
  - Information which may have long term legal implications or contain legal advice which, if revealed, may prejudice the College's position
- Any other matter which, by reason of its nature, the Corporation is satisfied should be dealt with on a confidential basis\*

The ESCG Instrument of Government provides:

### 16. Publication of Minutes and Papers

(1) Subject to paragraph (2), the Corporation shall ensure that a copy of:

- (a) the agenda for every meeting of the Corporation
- (b) the draft minutes of every such meeting, if they have been approved by the Chair of the meeting
- (c) the signed minutes of every such meeting
- (d) any report, document or other paper considered at any such meeting, shall as soon as possible be made available during normal office hours at the institution to any person wishing to inspect them.

(2) There shall be **excluded** from any item made available for inspection any material relating to:

- (a) a named person employed at or proposed to be employed at the institution
- (b) a named student at, or candidate for admission to, the institution
- (c) the Clerk
- (d)\* any matter which, by reason of its nature, the Corporation is satisfied should be dealt with on a confidential basis.

(3) The Corporation shall ensure that a copy of the draft or signed minutes of every meeting of the Corporation, under paragraph (1), shall be placed on the institution's website, and shall, despite any rules the Corporation may make regarding the archiving of such material, remain on its website for a minimum period of 12 months.

(4) The Corporation shall review regularly all material excluded from inspection under paragraph (2)(d) and make any such material available for inspection where it is satisfied that the reason for dealing with the matter on a confidential basis no longer applies, or where it considers that the public interest in disclosure outweighs that reason.

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- 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 financial position of the College where disclosure might harm the College or its competitive position, as determined by the Corporation
- Information planned for publication in advance of that publication