

## **ACCESS TO CORPORATION INFORMATION STATEMENT 2025/2026**

Heart of Worcestershire College is committed to transparency, accountability and responsible information sharing. The statement outlines the principles and procedures that govern access to information held by the Corporation. and aims to provide access to information where it is appropriate to do so.

### **Corporation Members not to hold interests in matters relating to the institution.**

In accordance with Instrument of Government 10.

The Governance Professional will maintain a Register of the Interests of the Members which have been disclosed and the register shall be made available during normal office hours at the College to any person wishing to inspect it, by arrangement with the Governance Professional.

### **Public Access to Meetings**

In accordance with Instrument of Government 15

The Corporation has resolved that:

Any person who wishes to be present at a Corporation or Committee Meeting shall make a formal request in writing to the Governance Professional which will be considered by the Chair of the Corporation or Committee before the meeting.

A summary of the Governance meetings for 2025/2026 are available on the Governance pages of the College website. A more detailed timetable of meetings is available from the Governance Professional upon request.

### **Publication of Minutes and Papers**

In accordance with Instrument of Government 16

A copy of:

The Agenda for every meeting of the Corporation.

The draft Minutes of every such meeting, if they have been approved by the Chair of the meeting.

The signed Minutes of every such meeting; and

Any report, document or other paper considered at any such meeting, will as soon as possible be made available during normal office hours at the College to any person wishing to inspect them by arrangement with the Governance Professional.

There will be excluded from any item made available for inspection any material relating to:

A named person employed at or proposed to be employed at, the institution.

A named student at, or candidate for admission to, the institution.

The Governance Professional; and

Any matter which, by reason of its nature, the Corporation is satisfied should be dealt with on a confidential basis.

A copy of the Agendas and non-Confidential approved draft or signed Minutes of every meeting of the Corporation will be placed on the College website and will remain on the website for a minimum period of twelve months.

The Corporation has resolved that:

The Chair, Principal and the Governance Professional have delegated authority in Standing Orders to annually review Confidential Minutes that are more than three years old, once a year and make any such material available for inspection where they are satisfied that the reason for dealing with the matter on a confidential basis no longer applies, or where they considers that the public interest in disclosure outweighs that reason.

### **Copies of the Instrument of Government**

17. A copy of this Instrument shall be given free of charge to every member of the Corporation and at a charge not exceeding the cost of copying or free of charge to any other person who so requests a copy, and shall be available for inspection at the institution upon request, during normal office hours, to every member of staff and every student

Any requests for information that are received will be considered on an individual basis. Consideration will be given to respecting the confidentiality of any sensitive information and personal data in accordance with GDPR/Data Protection Laws.

### **Exemptions**

Certain information may be exempt from disclosure, including but not limited to:

- Personal data protected under data protection laws.
- Information that is commercially sensitive
- Information that is legally privileged

### **Review and Appeals**

If a request for information is refused, the requester has the right to appeal the decision. Appeals should be made in writing to the Governance Professional. The appeal will be reviewed, and a decision will be communicated within 10 working days.

For further information or to make a request, please contact:

Donna Gibson  
Governance Professional  
Heart of Worcestershire College  
Slideslow Drive  
Bromsgrove  
B60 1PQ

Email [dgibson@howcollege.ac.uk](mailto:dgibson@howcollege.ac.uk)  
Telephone 01905 743482

**Approved by the Corporation on:** 10 July 2025

**Review frequency:** Annually

This statement will be reviewed annually to ensure it remains up-to-date and compliant with relevant legislation.