

Attendance at Corporation and Committee Meetings and Publication of Agendas, Minutes and Papers, including Confidential Business

Attendance at Meetings

- Members of Lancaster & Morecambe College Corporation agree that meetings of the Corporation and its Committees will be held in private and that the decisions of non-confidential items of its meetings will be available to the general public. Agenda and minutes (excluding confidential business) are published on the College website.
- The Corporation may invite any person to meetings as specifically required.
- Members of the Senior Management Team may attend all Corporation meetings and Committee meetings, at the discretion of the Chair of the Corporation, or in accordance with the individual memberships of Committees.
- Observer(s) (maximum 2) from the Learning and Skills Council will be entitled to attend Corporation and/or Committee meetings.

Publication of Agendas, Minutes & Papers

- Agendas and minutes will be published in different sections: Items for Discussions/Decisions and Items for Information (Public Items) – which will include all items of a public nature and Confidential Items (see section 6.2.4):

All items considered by the Remuneration Committee are confidential to members of the Corporation (excluding staff and student members). Therefore, agendas, papers and minutes will not be available to the public.

- The Corporation will ensure that the following Public Items are available during normal College office working hours for any person wishing to inspect them:
 - (i) the agenda of every meeting of the Corporation meeting and Committees (*excluding confidential agendas*);
 - (ii) the draft minutes of meetings (*excluding confidential minutes*) if they have been approved by the Chair; *
 - (iii) the signed minutes of every such meeting, (*excluding confidential minutes*); *
 - (iv) any report, document or other paper considered at every such meeting (*excluding confidential papers*).

- All documents referred to in section 6.2.2 (*with the exception of 6.2.2 (ii) and (iii)*) above will be available from the:
 - (i) office of the Clerk of the Corporation;
 - (ii) College Library; and
 - (iii) the College website (Agenda and Minutes only) for a minimum of 12 months

* the draft and signed minutes are only available from the office of the Clerk to the Corporation.