

SHEFFIELD HALLAM UNIVERSITY

CONFIDENTIALITY IN THE UNIVERSITY AND FORMAL PAPERS FOR BOARDS AND COMMITTEES*

- 1 * Principally relating to the formal business of the Board of Governors, the Academic Board or their sub-committees or ad hoc working groups.

Principles

- 2 The University is committed to access to information and openness in its decision-making processes wherever possible, and "Confidential" status is only given in exceptional circumstances.
- 3 The University will respect the privacy of individuals.

Confidentiality and Agendas, Papers and Minutes

- 4 All University Board/Committee agendas, papers and minutes are to be available according to the following timetable:
 - Agenda and papers circulated to Board/Committee members one week before the meeting.
 - Agenda, papers and minutes will be posted on the Governance Services staff intranet pages as soon as possible after the date of the meeting in the light of advice from the Board/Committee regarding their status.
- 5 Confidential agendas, papers and minutes are not posted on the Governance Services staff intranet pages and shall be made available only to Board/Committee members. In line with the confidentiality policy position approved by the Board of Governors in July 2003 any agenda item, paper or minute which contains the following shall be treated as "Confidential":
 - commercially and financially sensitive matters
 - personal information relating to named individuals.
- 6 When it is necessary to record a confidential minute this is clearly stated.
- 7 The following will be treated as "Confidential" and circulated to members of the Board/Committee **only**:
 - i) material relating to named members of staff or students;
 - ii) agendas, papers and minutes of the Honorary Awards Committee;
 - iii) agendas, papers and minutes of the Nominations Committee;
 - iv) agendas, papers and minutes of the Remuneration Committee;
 - v) agendas, papers and minutes of the Professoriate Committee.

C O N F I D E N T I A L I T Y

Duration of confidential status

- 8 Confidential papers will remain confidential for two years or as agreed by the Board/Committee. Documents in categories (a) to (e) above will remain confidential indefinitely.

"Confidential" status

- 9 In order to preserve the balance between the University's commitment to openness and the genuine need for confidentiality the minute secretaries in Governance Services will routinely check on the confidentiality of items for the board/committee/group they support. Guidance will be sought from the authors of papers about the extent and duration of confidential status, and confidential status assigned by authors may be challenged by the Board/Committee.

Issuing Authority: University Secretary
Issue 1, August 1997
Issue 2, October 2003

Relevant sources:

- paragraph 16 in the Standing Orders of the Board of Governors which were approved by the Board at its meeting on 16 December 2003.
- paragraph 5.4 in the Board of Governors' Governance Code which was approved by the Board at its meeting on 21 July 2003.

C O N F I D E N T I A L I T Y