

# Policy on Attendance at Corporation and Committee Meetings

HARROW, RICHMOND AND UXBRIDGE COLLEGES POLICY AND PROCEDURES



<b>Policy No:</b>	G02
<b>Subject:</b>	Policy on Attendance at Corporation and Committee Meetings
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<b>Person responsible:</b>	Director of Governance
<b>Approved by:</b>	Governing Body
<b>For action by:</b>	Chair and Director of Governance
<b>For information to:</b>	All non-members of the Governing Body (via the HRUC website)

## Introduction

1. This document sets out the policy of HRUC in relation to attendance at Corporation and Committee meetings.
2. It applies to all individuals who are not members of the Governing Body (the CEO is a Governor), apart from the Clerk (Director of Governance) and Senior Post Holders as required.
3. In accordance with the Standing Orders, meetings of the Corporation's Committees are held in private. Approved non-confidential minutes of Committee meetings are published on the HRUC website.

## Policy

4. The College wishes to make proceedings at full Corporation meetings open to the public where possible.

## Requests

5. Full Corporation meeting dates are published by the College in advance on the HRUC website and can be obtained from the Director of Governance.
6. Any person wishing to attend a full Corporation meeting should contact the Director of

Governance to request attendance a minimum of 48 hours prior to the meeting.

7. Attendance is at the discretion of the Corporation Chair in consultation with the Director of Governance.
8. The Director of Governance will confirm whether or not this request has been granted in advance of the meeting.

**Attendance**

9. Persons attending full Corporation meetings do so as observers only. They will not be allowed to participate in the meeting.
10. Meeting papers will not be made available to attendees, although a copy of the agenda will be provided on request. Meeting papers will be available after the meeting in accordance with the College publication scheme under the Freedom of Information Act.

**Confidentiality**

11. The Corporation may decide that some parts of its proceedings are to be confidential. Attendees will be required to leave the meeting during discussion on confidential items.
12. The College policy on confidential information is set out in its policy on Freedom of Information.