

University of Warwick Students' Union

Union Policy on Access to Board of Trustee's Business

Introduction

Warwick Students' Union is committed to ensuring the highest standards of propriety and transparency in all its activities.

The Board of Trustees has endorsed a policy which sets out the position in relation to access to its business.

Existing Position

The Memorandum & Articles of Association of the Students' Union require that minutes and agendas, for trustees meetings are publicly available except where the Trustees are satisfied that that matter should be dealt with on a confidential basis.

Minutes and agendas for the Trustees Meetings, excluding confidential items, are available on the Students' Union website, and can additionally be available for inspection during normal office hours at the Students' Union or via the nominated representative of the Chief Executive*.

The Board of Trustees has determined that all meetings be described as 'open', subject to the declaration by the Chair of items of confidentiality under the 'Closed' Session Agenda. No minutes relating to confidential/closed items will be published. All meetings will be advertised on the Warwick Students' Union website.

Policy on access to Warwick Students' Union Information

Information about Union activities is generally available to the public on request. In particular, the documents listed at Appendix 1 will be published on the SU Website.

The Board of Trustees reserve the right to charge for paper copies of documents supplied on request.

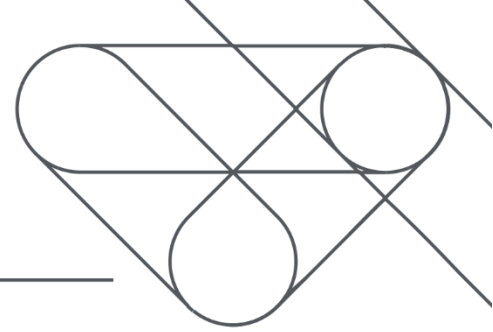
Confidential information will be withheld from any documentation or other information generally provided. The criteria for information falling into this category is listed in Appendix 2.

Policy on Attendance at Meetings by Non- Members

The Board of Trustees has decided that attendance by the public at meetings of the Board of Trustees and its committees shall not be permitted. At the absolute discretion of the Board, Members of staff at Warwick Students' Union, and Student members of Warwick Students' Union may be invited to attend meetings of the Board for specific agenda items as required.

Response to enquiries

The Students' Union will endeavour to provide information, other than confidential items listed in Appendix 2, on request within 15 working days. Where the information can be collated easily, it will be provided without charge/for a nominal charge. Where significant work is involved, requiring



excessive time or staff resource, the Union reserves the right to charge for this time and any other costs incurred.

Any such charge will be notified in advance to the person making the request, in order to check that they wish to proceed. Where possible, alternative information sources will be given. Where the work involved is considered excessive or vexatious, the Union reserves the right to decline to provide the information requested. The final decision in this regard shall be made by the Chief Executive Officer.

Complaints

Any person wishing to raise a complaint about the availability of information will be directed to the SU website.

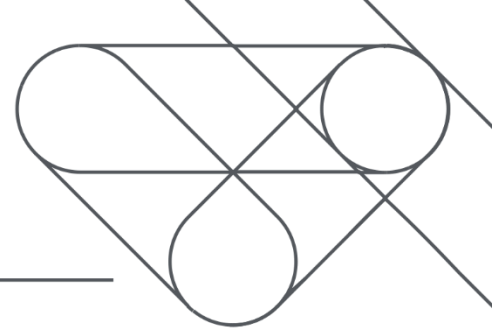
Copies of the Complaints Procedure are available on the [SU website](#) .

Period of Review for this Document: Tri-annual review, July 2028 by VP Democracy & Development and Chief Executive Officer, for approval by the Board of Trustees.

Appendix 1

Documents generally available:

- Agendas and summary minutes of Board of Trustees and subcommittee meetings
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- Audited annual financial statements
- Register of Interests for Trustees
- Code of Conduct for Trustees
- Memorandum and Articles of Association
- Bye Laws
- Election Regulations
- Referenda Regulations
- Risk Management Policy
- Health & Safety Policy Statement
- Scheme of Delegated Authority

Appendix 2

Criteria for confidentiality

- Personal information relating to any individual
- Information provided in confidence by a third party who has not authorised its disclosure
- Information relating to the negotiating position of the Union in industrial relations matters
- Information relating to the financial position of the Union where disclosure might harm the Union or its competitive position, as determined by the Trustees
- Legal advice received from or instructions given to the Union legal advisors
- Information planned for publication, in advance of that publication
- Any matter which, by reason of its nature, the Trustees are satisfied should be dealt with on a confidential basis.