**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 in all its activities.

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

**Existing Position**

The Mems & Arts of the Students’ Union require that minutes, agendas, and papers for trustees meetings are publicly available except where the Trustees are:

* Satisfied that that matter should be dealt with on a confidential basis
* Where the papers refer to a named or prospective employee
* Where the papers refer to a named or prospective member

Minutes and agendas for the Trustees Meetings, excluding confidential items, are available for inspection during normal office hours at the Students’ Union or via the PA to the Chief Executive and President they are also available from the Union website at [www.warwicksu.com](http://www.warwicksu.com)

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. All meetings will be advertised on the website

[www.warwicksu.com](http://www.warwicksu.com)

**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 are readily available for inspection. Any person wishing to inspect the documents listed at Appendix 1 may do so by contacting the PA to the Chief Executive and President, during office hours through the Student Union Reception.

Copies of some of these documents are available free of charge, as indicated at Appendix 1, with the remaining documents available for inspection only. The Board of Trustees reserve the right to charge for copies of documents supplied on request.

Some information held by the Students’ Union is confidential and will be withheld from any documentation or other information generally provided. Information falling into this category is listed in Appendix 2. If any request is turned down on the grounds of confidentiality or commercial sensitivity, the Union will give the reason for denying access.

**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. Members of staff at Warwick Students’ Union, and members of Warwick Students’ Union may be invited to attend meetings of the Board as required.

**Response to enquiries**

The Students’ Union will endeavour to provide information, other than that 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 more than 30 minutes of staff time, 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 excessive, the Union reserves the right to decline to provide the information requested.

**Complaints**

The Union has a procedure for dealing with complaints. Any person with a complaint about the availability of information should raise their complaint under this procedure.

Copies of the Complaints Procedure are available from the Union Reception.

Data Protection – Subject Access Requests – Refer to Privacy Policy

**Appendix 1**

Documents generally available:

* Agendas, papers and minutes of Board of Trustees and subcommittee meetings
* Statement of policy on attendance at Board of Trustees and subcommittee meetings
* 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

**Appendix 2**

Criteria for confidentiality

* Personal information relating to an 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.