D. STANDING ORDERS

D.10 PUBLICATION

The University’s Publication Scheme, produced in accordance with the Freedom of Information Act 2000, states that the approved minutes of the meetings of Council and Senate are routinely published on the web.

“Open” and “Restricted” Council papers, with the exception of the minutes of sub-committees, will normally be made available on the Staff Hub following the discussion at the Council meeting.

“Open” Senate papers are published on the web and “Restricted” papers are also available to staff via the web using a password.

The agenda, papers and minutes for the other Committees of Council and Sub-Committees of Senate are not routinely published on the web or Staff Hub.

The classification of papers as “Open”, “Restricted” and “Closed” has been determined in the light of the provision of the Freedom of Information Act. “Open” papers will normally be made available to a member of the public lodging an FOI request. “Closed” papers will not normally be made available. “Restricted” classifies a paper that is “Closed” but has been made available to staff. Staff should treat “Restricted” papers as confidential and not share or discuss them with anyone other than City staff.

The Committee may change the classification of papers on the agenda at the meeting at which they are considered.