



**Public Access to
Corporate Registers
Policy**

2022-2025

Policy prepared by: The Board of Governors
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Policy - Public Access to Corporation Registers

Introduction

Clause 11 (5) of the College's Instrument of Government states that the Clerk to the Corporation shall maintain a register of the interests of the members which have been disclosed, and the register shall be made available during normal office hours at the institution to any person wishing to inspect it.

Policy

In the interests of openness, accountability and public accessibility the register of interests will be available for public inspection in accordance with Instrument 11 (5).

The register will normally be available for inspection, by prior appointment with the Clerk to the Corporation, during normal office hours as detailed below:

Monday to Thursday 8.30 a.m. to 5.00 p.m.
Friday 8.30 a.m. to 4.30 p.m.

The register will be located at the College's Central Campus, at 1 Spon Lane, West Bromwich, West Midlands, B70 6AW.

If requested and where possible, information will be provided in different formats, such as audio or large type.

If the above times are inconvenient, the Clerk to the Corporation should be contacted on elise.scotford@sandwell.ac.uk to arrange an alternative time to inspect the register.

The Search & Governance Committee, on behalf of the Board of Governors, will review this Policy at least every three years.

ES/CSU
03.10.22