

POLICY / PROCEDURE TITLE		DATE OF APPROVAL
Policy on Attendance at Meetings by Persons who are not Members		September 2024
APPROVED BY	VERSION NO.	VALID UNTIL
Corporation	1	September 2027

OWNER	Director of Governance		
GROUP EXECUTIVE LEAD	NCG Corporation Chair		
DOCUMENT TYPE	Policy <input checked="" type="checkbox"/> Group Procedure <input type="checkbox"/> Local Procedure <input type="checkbox"/>		
PURPOSE	The Corporation is required to have a written statement of its policy regarding attendance at Committee meetings by persons who are not Members.		
APPLICABLE TO	All NCG employees and any other parties who have an interest in NCG.		
EQUALITY ANALYSIS COMPLETED [POLICIES ONLY]	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	(If EA not applicable, please explain)		
KEY THINGS TO KNOW ABOUT THIS POLICY	<ol style="list-style-type: none"> Meetings of Committees of the Corporation Board shall not be open to members of the public and representatives of the press. The Director of Governance or his/her nominated deputy is required to attend all meetings of the Board and its committees. 		
EXPECTED OUTCOME	Readers are expected to understand the organisational position on attendance at meetings who persons who are not members of the Corporation/Committee, know their responsibilities in relation to the policy and comply with the terms of the policy.		

MISCELLANEOUS	
LINKED DOCUMENTS	<ul style="list-style-type: none"> NCG Articles and Instruments
KEYWORDS	<ul style="list-style-type: none"> Attendance Committee Corporation Board Membership

Equality Impact Assessment

EQUALITY IMPACT ASSESSMENT			
	Yes	No	Explanatory Note if required
EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in Section 2?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The answer to this must be YES
EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Disability / Difficulty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Marriage and Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Religion or Belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA3 - Does the proposed policy/processes contain any language/terms/references/ phrasing that could cause offence to any specific groups of people or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA4 - Does the policy/process discriminate or victimise any groups or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this could be yes or no as positive action is lawful. However, an explanation must be provided for clarity.
EIA 6 - How do you know that the above is correct?	The Policy is reviewed and approved by the Corporation Board.		

1. GENERAL POLICY STATEMENT

Article 8 of the Instrument & Articles of Government requires the Corporation to have a written statement of its policy regarding attendance at Committee meetings by persons who are not Committee Members. This paper provides the formal written statement required by the Articles of Government.

2. ATTENDANCE AT MEETINGS BY PERSONS WHO ARE NOT MEMBERS

2.1 Meetings of Committees of the Corporation Board shall not be open to members of the public and representatives of the press.

2.2 The Director of Governance or his/her nominated deputy shall attend all meetings of the Corporation Board and its Committees.

2.2 Members of the Corporation and the Director of Governance will be the only persons entitled to attend all meetings of the Corporation.

2.3 The Chair and the Chief Executive are empowered to determine which members of staff may be required to attend meetings of the Corporation for the purpose of providing information and giving advice when required by the members of the Corporation. Such staff will be asked to withdraw from the meeting when the Chair deems this to be appropriate.

2.4 From time to time, representatives of funding bodies may be invited to attend meetings of the Corporation Board to observe or for items specifically agreed with the Chair of the Corporation and the Chief Executive. Other observers may not attend meetings, including members of staff, students and members of the general public, unless the Corporation grants permission.

3. STATEMENT ON IMPLEMENTATION

Upon approval, this policy will be uploaded to the policy portal and communicated to staff via The Business Round-Up.

4. STATEMENT ON EQUALITY AND DIVERSITY

NCG is committed to providing equality of opportunity. Further details of our aims and objectives are outlined in our [Equality Diversity Inclusion and Belonging Strategy](#).

This policy has been assessed to identify any potential for adverse or positive impact on specific groups of people protected by the Equality Act 2010 and does not discriminate either directly or indirectly. In applying this policy, we have considered eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between people from diverse groups.

5. STATEMENT ON FREEDOM OF SPEECH

NCG is committed to upholding the principles of freedom of speech as enshrined in UK law. This policy is designed to ensure that all members of our college community, including students, staff, and visitors, can express their views and ideas freely and without fear of censorship or reprisal, provided that such expressions are within the law.

We affirm that this policy does not, in any way, diminish or undermine the rights of individuals under existing Freedom of Speech legislation.

6. STATEMENT ON CONSULTATION

This policy has been reviewed in consultation with the Corporation Board.

VERSION CONTROL				
Version No.	Documentation Section/Page No.	Description of Change and Rationale	Author/Reviewer	Date Revised
1	New Policy	N/A	Governance Manager	Sept 2024