

# Availability of Council and Senate minutes and papers

## **Publication scheme**

The University produces and maintains a publication scheme, which acts as a guide to the information the University routinely makes available to the public. As part of this scheme, the University publishes Council and Senate minutes after each meeting, which can be accessed here:

<https://www.reading.ac.uk/imps/freedom-of-information/publication-scheme/how-we-make-decisions>

On occasion, the Information Management and Policy Services (IMPS) team may redact parts of the minutes where items are deemed to be commercially sensitive or there is reserved business.

## **Committee members**

All members of the committee receive the full agenda and supporting papers relating to the committee they are on except that student members do not receive any reserved items.

## **Staff**

The agenda and supporting papers are available for consultation by any member of staff, with the exception of reserved business and any items that are deemed confidential. The agenda and papers are published online via a portal prior to each Council and Senate meeting. Please email [governance@reading.ac.uk](mailto:governance@reading.ac.uk) if you would like to receive access to these papers.

## **Students**

The representative(s) from the Students' Union receives the full agenda and supporting papers, except for any reserved items.

## **Confidential items**

All items of business will be clearly listed on the agenda. However, where items are deemed to be commercially sensitive, these papers may be redacted from the published papers.

## **Reserved items**

Reserved items (as defined in Ordinance A1 and A3 section 5) will be clearly indicated in both the agenda and supporting papers.