

**SEN15D012**

**Title:** Reserved Areas of Business and Confidentiality  
**Circulation:** The Senate – 4<sup>th</sup> November 2015  
**Agenda:** SEN15A001  
**Status:** Open  
**Version:** Final

---

**Issue**

Statement on the University's reserved areas of business and confidentiality.

**Recommendation**

None.

**Resource Implications**

Not relevant

**Equality and Diversity**

Not relevant.

**Timing of decisions**

Not relevant.

**Further Information**

Further information is available from, Mrs Rebecca Phillips, tel. 01603 593203, email [rebecca.phillips@uea.ac.uk](mailto:rebecca.phillips@uea.ac.uk)

**Background**

Not relevant

**Discussion**

1. **Reserved Areas of Business**

To report

(1) that the Council (19 November 2012: Minute 35) have adopted the following convention of operation of reserved areas of business (ie business in which a student may not participate) which incorporates the definition included in the University's Statutes:

**Confidentiality and Reserved Business**

20. Where there is good reason for papers to be confidential and/or to remain confidential after the meeting for a period of time these will normally be printed on blue paper. Council will determine whether the paper will remain confidential after the meeting and for what period of time, normally on the recommendation of the paper's author.

Circumstances where confidentiality is important could include where commercial issues are involved, where the reputation of the University, any of its ventures or any of its partners could be at risk, or where sensitive issues affect identifiable individuals. However, Council wishes to make as much information as possible open and reports should be constructed so that sensible redactions can easily be made to enable the bulk of material to be published more quickly.

21. If it is proposed that the minute of any discussion should remain confidential for a period of time after the meeting that will be approved by Council, normally on the basis of a recommendation provided in the report.
22. The Registrar & Secretary may determine that any business to be put before Council should be designated as both confidential and reserved, and this will normally be printed on yellow paper. In such circumstances student members will not receive papers and will withdraw from the meeting when the business is discussed. Council has determined that the amount of reserved business should be kept to a minimum and normally only be in circumstances where sensitive issues affect identifiable staff or students whether as individuals or groups.
23. From time to time Council may receive papers which are classified as "Secret", normally printed on pink paper. Such papers will be issued at the meeting and collected following the discussion. The content of these papers, Council discussions and prospectively any minutes will remain confidential at all times.
24. Members have personal responsibility for safeguarding the confidentiality of reports and Council discussions in accordance with this Ordinance, and for the safekeeping of papers.