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# OPENNESS POLICY

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**INVESTOR IN PEOPLE**  
**BUDDSODDWR MEWN POBL**



# **CARDIFF METROPOLITAN UNIVERSITY**

## **OPENNESS POLICY**

### **i General Principles**

Cardiff Metropolitan University embraces the principle of openness as one of its underlying values. The mission of the University is likely to be achieved where ideas, knowledge and information are openly transmitted, where there are transparent and honest decision making processes, and where staff and students receive open feedback about their personal and educational development. Accordingly the University operates on the basis of openness in governance and management and the right to information for students, staff and stakeholders.

### **ii Policy**

- a In the context of management, information in the University will be openly available unless specifically designated as sensitive/restricted by the Vice-Chancellor (or nominee). In the context of governance, the Board of Governors will determine what matters are deemed sensitive/restricted. The University will classify as restricted material only that relating to legally and commercially sensitive matters or to individual, within the limits and constraints of the Freedom of Information Act and any other relevant legislation.
- b Members of staff, students and governors will have access to information about themselves and their personal data will be stored/disclosed in accordance with the Data Protection Act and the University's data protection procedures. All stakeholders will have access to any other recorded information held by the University (subject to exemptions or exceptions) under the University's Freedom of Information Act procedures, Environmental Information Regulations Policy and relevant procedures.
- c Individuals can access their own student record, marks and assessment comments.
- d All staff records, including review documents, are open to the individual concerned.
- e References written by the University on behalf of its staff and students will be factual, accurate and not misleading and will be made available on request. References received by the University will normally be made available to the subject on request.
- f Minutes of the University's key committees and reports to committees will be open, save for restricted items and/or those involving personal and commercially sensitive information, within the limits and constraints of Freedom of Information Act legislation.
- g All staff and governors are expected openly to declare conflicts of interest (guidance attached). The Clerk to the Board will keep a register of interests for governors and senior staff.

- h. Governors and managers subscribe to the Nolan Principles of Standards of Conduct in Public Life, and these standards are the normal expectation for staff and students.
- i. Sharepoint will constitute a central resource for information for staff and students.
- j. Information will be made available in an accessible format, sometimes on request, as appropriate.

## **GUIDANCE NOTE ON CONFLICTS OF INTEREST**

1 Conflicts of interest can arise in very many situations in working life. Common examples might be:-

- sitting on an interview panel when one of those interviewed is personally related or connected to you.
- assessing the work of students who are personally related or connected to you.
- pursuing interests which are directly in conflict with those of the University or which are outside your contract of employment.
- being involved in personal relationships at work where the nature of the professional relationship is compromised by them.
- giving someone or some company/organisation an unfair advantage over others by virtue of your personal connection with them.
- seeking to use your position to give you an unfair advantage over others.
- accepting hospitality from an outside body/organisation that would place you under an obligation or could compromise your position.
- maintaining silence if things are seriously wrong and where there are opportunities to express your concerns.

This guidance note contains EXAMPLES only. Staff are asked to be reflective about their activities and, wherever possible, to avoid placing themselves in situations where conflicts of interest may arise. However, should a conflict arise, staff should ensure that they make explicit their conflict, either confidentially to a line manager/chair of board, or openly in the context of a meeting, whichever is appropriate. It is normal practice for those with conflicts to exclude themselves from discussion/decision making on that issue.

Original Version 2002  
Reviewed November 2006  
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## **The Seven Principles of Public Life**

### **Selflessness**

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

### **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

### **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

### **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

### **Openness**

Holders of public office should be as open about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

### **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

### **Leadership**

Holders of public office should promote and support these principles by leadership and example.

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**These principles apply to all aspects of public life.  
The Committee has set them out here for the benefit of  
all who serve the public in any way.**