

BCS, The Chartered Institute for IT

Sharing Trustee Board papers

Responsible Body	Trustee Board
Version Number	9
Prepared by	Registrar Department
Date Approved	3 October 2018
Date Issued	4 October 2018
Date of last review	3 June 2020

Summary Of Revisions Made	Version	Date
Reviewed by President and Deputy President. Amendments include sharing of CVs with Council. Approved by Trustee Board on 17 July 2013 (TB/2013/082). See Trustee Board minutes TB/2013/097 para 9.2	3	17 July 2013
Document reviewed by President and Deputy President and amended throughout. Approved by Trustee Board on 4 June 2014 (TB/2014/053 App 2). See Trustee Board minutes TB/2014/074 para 9.3	4	4 June 2014
Reviewed by the President and amendments made throughout. Clarification to para 4.4 re: sharing of CVs. Approved by Trustee Board at 3 June meeting (TB/2015/044 App 22). See Trustee Board minutes TB/2015/057 para 5.	5	3 June 2015
Clarification of sharing of Professional Conduct Panel member CV's, report from the Group CEO, reports from the Remunerations Committee and post Trustee Board meeting process. Approved by Trustee Board 8 June meeting (TB/2016/040 App 22). See Trustee Board minutes TB/2016/056 para 6.2.	6	8 June 2016
Amendment of Committee name – Audit & Risk Committee to Risk, Audit & Finance Committee. Approved by Trustee Board 7 June 2017 (TB/2017/040 App 22). See Trustee Board minutes TB/2017/053 para 4.	7	7 June 2017
Amendment to para 4.8 to remove reference to secure area and include the secure platform or MyBCS Approved by Trustee Board 5 June 2018 (TB/2018/037 App 22). See Trustee Board minutes (TB/2018/044) para 4.	8	5 June 2018
Amendment to para 3.1 to reflect where shared papers are stored for Council and general membership.	9	3 October 2018

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<p>Amendment to para 4, with GDPR there is no legitimate business reason to share CVs beyond TB. Paragraph amended to reflect the new requirement.</p> <p>Approved by Trustee Board 3 October 2018 (TB/2018/064 Appendix 1). See Trustee Board minutes (TB/2018/072) para 9.</p>		
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**Sharing Trustee Board papers
-Openness and Transparency-**

1. Purpose

- 1.1. The purpose of this guidance note is to ensure that Trustee Board (TB) papers and minutes can be shared openly and unadjusted wherever possible.

2. Background

- 2.1. The BCS advocates openness and transparency in all its affairs. The Trustee Board has confirmed therefore that its meeting papers, agenda, minutes and documented decisions should always be shared openly with both Council (CCL) and General Membership (GM) unless there are exceptional and agreed reasons relating to personal or commercial confidentiality.
- 2.2. The Registrar is responsible for ensuring that this ambition is carried out, and this guidance note sets out the arrangements for sharing and publication.

3. Timing

- 3.1. Papers for all Trustee Board meetings will be released once the minutes of that meeting are available in final form and published via the Council secure platform and via MyBCS for members.
- 3.2. Wherever possible, the papers and final minutes will be available to Council in advance of the next Trustee Board meeting, and to the GM at the latest the week after the next Trustee Board meeting.

4. Process for Redaction for Council and the Membership

- 4.1 Any redaction of content will be minimised in papers going to both Council and the general Membership to ensure the highest of transparency of Trustee Board operation. All reports will be assumed to be suitable for general release unaltered in full to both Council and the General Membership unless any sections are specifically highlighted by the author to be redacted along with the reason for that redaction. Such reasons will only normally be accepted if relating to possible infringement of personal or commercial confidentiality.
- 4.2 The only exception to the above will be the Risk, Audit & Finance Committee (RAFC) reports. The author of this report will indicate which areas to be redacted for Council and/or general membership. This will be due to the high proportion of personal and commercially sensitive data.
- 4.3 CVs, application forms and supporting statements will not be shared further than the approving board, committee or other group.
- 4.3 The Group CEO Report and its appendix/appendices will be assumed to be suitable for release unaltered in full to Council. The report and its appendix/appendices will not be shared with general Membership in any format.

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4.4 Any Trustee board paper or appendix from the Remuneration Committee will NOT be shared beyond Trustee board i.e. will be fully redacted for both Council and general Membership.

4.5 The names of the members of the Professional Conduct Panels and the Resolution Panel will be shared with Council only. The names of those panel members will not be shared with the general membership.

4.6 After the Trustee Board meeting, the Deputy President will advise the Registrar if there are any exceptional elements of some papers which may require redactions as well as exceptional papers in their entirety that cannot be shared with Council or GM, and the reason for this. The papers to be shared will then be prepared ready to be issued with the minutes. If the Deputy President is unavailable another Trustee will be asked to act on their behalf.

4.7 The minutes and papers for Council will be published on the Council secure platform. The minutes and papers for the General Membership will be published on MyBCS. If Trustee Board subsequently amends the minutes, they should replace the previous version on the relevant platform.

5. Where redaction may be required

5.1. The following give examples where redaction may be required:

- Commercially sensitive information, where the success of the commercial operation would be seriously at risk if made public or if a negotiation with a partner could be compromised or the release of information could be of use to BCS competitors.
- Personal privacy, necessary for a decision to be made but unnecessary for others to know.
- There are circumstances where Policies/Plans in development are sufficiently sensitive that they are not ready for wider scrutiny. However, in these cases a simple summary should be published to avoid redaction if necessary.

5.2. Where possible notes of meetings and papers will be written to allow publication by avoiding such examples of redaction or limiting them to an appendix. Any breach of confidentiality however by Council or TB members regarding commercial or personal privacy or the wider reputation of the BCS may be treated as a disciplinary matter and separate policies apply to such circumstances.

6. Approval and Review

6.1. The Trustee Board will be invited to review this document on an annual basis, shortly following the AGM.