# **Guidance on publication of meeting papers and agendas – Compliance with Local Government Act 1972**

**1. Scope**

These rules apply to all meetings of the Lancashire Enterprise Partnership Board (LEP) and its Committees.

The LEP is committed to publishing agenda papers and minutes for Full Board meetings and any Committees which involve decisions about public money. All papers can be accessed via the LEP Website, or, the LEP's Accountable Bodies website (Lancashire County Council). This is based on the National LEP Assurance Framework and is done in accordance with the [Local Government Act 1972](http://www.legislation.gov.uk/ukpga/1972/70/section/100B).

**2. Publication Procedure**

* The LEP will give at least five clear working days notice of any meeting by posting details of the meeting on its website.
* Meeting agendas and papers are published at least 5 clear working days before meetings take place.
* Minutes of Board and Committee meetings are published within 10 clear working days of the meeting taking place at the very least in draft format which are subject to final approval by the Board. Once approved final versions of minutes are published within 10 clear working days.

**3. Declaration of Interests**

The LEP confirms to the Government Best Practice Guidance in relation to Directors Interests and a full LEP Directors Register of Interest can be accessed on the LEP website [here](http://www.lancashirelep.co.uk/about-us/lep-directors-general-register-of-interests.aspx).

In addition, any declaration of interest made at a meeting of the LEP Board or one of its Committees is included in the minutes of the relevant LEP Board or Committee meeting. If this is a new declaration not previously notified by that Director, their register of interests is updated with the new declaration included.

**4. Guidance on Handling Confidential and Exempt Information**

**4.1 Confidential information – requirement to exclude public**

The public have to be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed.

**4.2 Meaning of confidential information**

The LEP complies with [The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012](http://www.legislation.gov.uk/uksi/2012/2089/pdfs/uksi_20122089_en.pdf) with regard to confidential information.

Confidential information means information given to the Council by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by Court Order and as fully defined in [Section 100A(3) of the Local Government Act 1972](http://www.legislation.gov.uk/ukpga/1972/70/section/100A).

**4.3 Exempt information – discretion to exclude public**

The public may be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed.

**4.4 Meaning of exempt information**

Exempt information means information falling within the following 7 categories (subject to the qualifications below):

1.  Information relating to any individual.

2.  Information which is likely to reveal the identity of an individual.

3.  Information relating to the financial or business affairs of any particular person (including the authority holding that information).

4.  Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

5.  Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

6.  Information which reveals that the authority proposes -

     (a)  to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or

(b)  to make an order or direction under any enactment.

7.  Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

**5 Qualifications**

(a) Information relating to the financial or business affairs of any particular person is not exempt if it is required to be registered under: the Companies Act 2006; the Friendly Societies Act 1974; the Friendly Societies Act 1992; the Industrial and Provident Societies Acts 1965 to 1978; the Building Societies Act 1986; or the Charities Act 1993.

(b) Information in one of the seven categories of exempt information which is not prevented from being exempt by definition of point (a) described above is exempt if the public interest in maintaining the exemption outweighs the public interest in disclosing it.

**6 Process for Handing Information**

* Documents shall be accessed against the above criteria and must be considered to match the criteria in order to be deemed confidential.
* In the event a document is assessed as being confidential it shall be marked as such listing the appropriate Local Government Act 1972 exemption.
* The reason for exemption shall be published on the LEP website within the relevant agenda papers section.