

**Publication of Meeting and
Agenda Items**

February 2018

Version Control

Version	Date	Comment	Author
1	14 February 2018		Rob Dunford

1. Publication of meeting papers and agendas

- 1.1. Dorset LEP is committed to publishing minutes and papers for full Board Meetings and any sub-groups which involve decisions about public money.
- 1.2. These are based on the National LEP Assurance Framework in accordance with the Local Government Act 1972. The LEP commits to publishing documents in accordance with the following timelines agreed with Government:
 - Meeting agendas and papers to be published 5 clear working days before the meeting takes place;
 - Minutes of Board Meetings to be published within 10 clear working days of the meeting taking place. This may be in draft if internal LEP processes require clearance before the minutes are finalised. The final minutes of Board Meetings must be published within 10 clear working days of being approved, normally at the next full Board or sub-group meeting.
- 1.3. Any declaration of interest made at meetings must be included in the minutes of the Board Meeting. A new declaration of interest should be updated on the relevant member's register of interest. Additional information on registers of interest can be found on the LEP [website](http://dorsetlep.co.uk/governance/policies-and-procedures/).
<http://dorsetlep.co.uk/governance/policies-and-procedures/>

2. Handling confidential and exempt information

- 2.1. In certain instances information contained within Dorset LEP Board Minutes cannot be placed in the public domain. For instance, where the LEP is aware that it holds "confidential information" under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. This includes:
 - Information provided by a Government department on terms which forbid the disclosure of the information to the public;
 - Where disclosure to the public is prohibited by a court or;
 - Where the Local Enterprise Partnership holds "exempt information" under Schedule 12A of the Local Government Act 1972. This includes information relating to an individual, relating to the financial or business affairs of a particular person, negotiations, labour relations, legal professional privilege and in connection to the investigation or prosecution of a crime.
- 2.2. Where information contained in Board minutes is deemed to be confidential, the relevant section will be clearly marked "Confidential Item". This indicates documents which are not for publication but have been considered at Board Meetings.