

# **Heart of the South West Local Enterprise Partnership**

## **Publication of Meeting Papers and Agendas Policy**

**February 2018**

**Creating opportunities in Devon, Plymouth, Somerset and Torbay**

Heart of the South West LEP CIC, is a Community Interest Company Limited by Guarantee.

Registered in England and Wales.

No. 8880546, Registered Office, PO Box 805, Exeter, Devon, EX1 9UU



## Publication of meeting papers and agendas

The HotSW LEP is committed to publishing minutes, agenda and papers for full Board meetings and any sub-committees which involves decisions about public money. The HotSW LEP only has three such meetings; LEP Board, Strategic Investment Panel (SIP) and Finance and Resources Committee (F&R).

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 times lines agreed with Government:

- Meeting agendas and papers to be published 5 clear working days before the meeting takes place;
- Minutes of the Board meetings and two sub-committees are 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 will be published within 10 clear working days of being approved.

Any declaration of interest made at meetings must be included in the minutes of the 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 at: <https://heartofswlep.co.uk/wp-content/uploads/2018/02/HotSW-LEP-Register-of-Members-Interests.pdf>

## Handling confidential and exempt information

In certain instances, information contained within HotSW LEP 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.

Where information contained in 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.

Meeting documents can be found for each meeting under the [How we work](#) section of the website.

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