

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

1. Scope

These rules apply to all meetings of the Liverpool City Region Local Enterprise Partnership (LEP) Main Board.

The LEP is committed to publishing agenda papers and minutes for full Board meetings. All papers can be accessed via the [LEP Website](#). This is based on the National LEP Assurance Framework and is done in accordance with the [Local Government Act 1972](#).

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. A schedule of LEP Board meetings can be found [here](#).
- 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 in draft format which are subject to final approval by the Board. Final minutes will be uploaded once approved at the subsequent LEP Board meeting.

3. Declaration of Interests

The LEP conforms to the Government Best Practice Guidance in relation to Directors Interests and a full LEP Board Member Register of Interest can be accessed on the LEP website [here](#).

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

4. Guidance on Handling Confidential Exempt Information

There will be occasions when the record of discussions and decisions will not be made available for public inspection; for example, when 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.

This will include agenda items or meetings that are exempt due to confidentiality or commercial sensitivities.

Full details on the items which will be exempt from publication are outlined in the [Local Government Act 1972](#) and the [Freedom of Information Act 2000](#).

4.1 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 Handling Information

- Documents shall be assessed 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.