



Staffordshire Children's Trust guidance for the publication of meeting minutes, agenda items and notes on the Children's Trust Website

In order to optimise communication, make the best use of email systems and reduce the need for printed copies of documents, the Staffordshire Children's Trust is promoting the use of the Children's Trust Website as the central repository for papers associated with its meetings.

The Staffordshire Children's Trust Administrator will be trialling and demonstrating the use of the website in this context and, as the Website Editor, will be able to put documents onto the site as necessary. Links to the website can then be used when sending out the required papers for meetings.

In order to do this we will use the already established system for local government which is an adaptation of the principles within the Freedom of Information Act. Documents must be divided into those that can be disclosed and published, and those that must be treated as confidential, exempt from publication and which are therefore not to be published on the website.

Agendas are to be divided into part one: non confidential and part two: confidential. Where exempt information needs to be included in members' documents e.g. minutes, two sets will need to be produced; one for publication and one for members only.

Documents, papers and minutes containing confidential, exempt information must be marked '**confidential**' by means of a water mark and the statement '**not for disclosure under the Freedom of Information Act**' needs to be at the top of each page.

Categories of information which should always be treated as confidential and exempt from publication are:

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 (this means both individuals and organisations (including the authority holding that information)).

4. Information relating to and 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:
 - (i) To give under an enactment a notice under or by virtue of which requirements are imposed on a person; or,
 - (ii) To make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the preventions, investigation or prosecution of crime.

Note:

These categories are not as broad as the categories under which information may be withheld under the Freedom of Information Act. For example they do not include information whose disclosure would be likely to prejudice:

- (i) the apprehension or prosecution of offenders;
- (ii) the administration of justice;
- (iii) the assessment or collection of any tax or duty or of any imposition of a similar nature.

All such information should be considered as confidential, exempt in the context of publication of documents on the Children's Trust Website.

See S1 2006/88 The Local Government (Access to Information)(Variation) Order 2006 for the full text of the revised Schedule 12A to the Act in which this is set out.

To view the Freedom of Information Act 2000 in relation to information held by public authorities click on the following link:

http://www.opsi.gov.uk/Acts/acts2000/ukpga_20000036_en_1

The following points are to be adhered to when submitting agendas, papers, minutes and notes (from now on referred to collectively as documents) for entry onto the site:

1. It is the responsibility of the person submitting documents to the Children's Trust Administrator to ensure that they are suitable for publication on the website. Any documents which are not suitable for publication must be clearly marked as confidential. Any documents which are not identified as confidential will be deemed suitable for publication on the website.
2. There should be a statement on the agenda for any meeting which makes it clear to all participants in the meeting, that the minutes and associated papers will be published on the website.

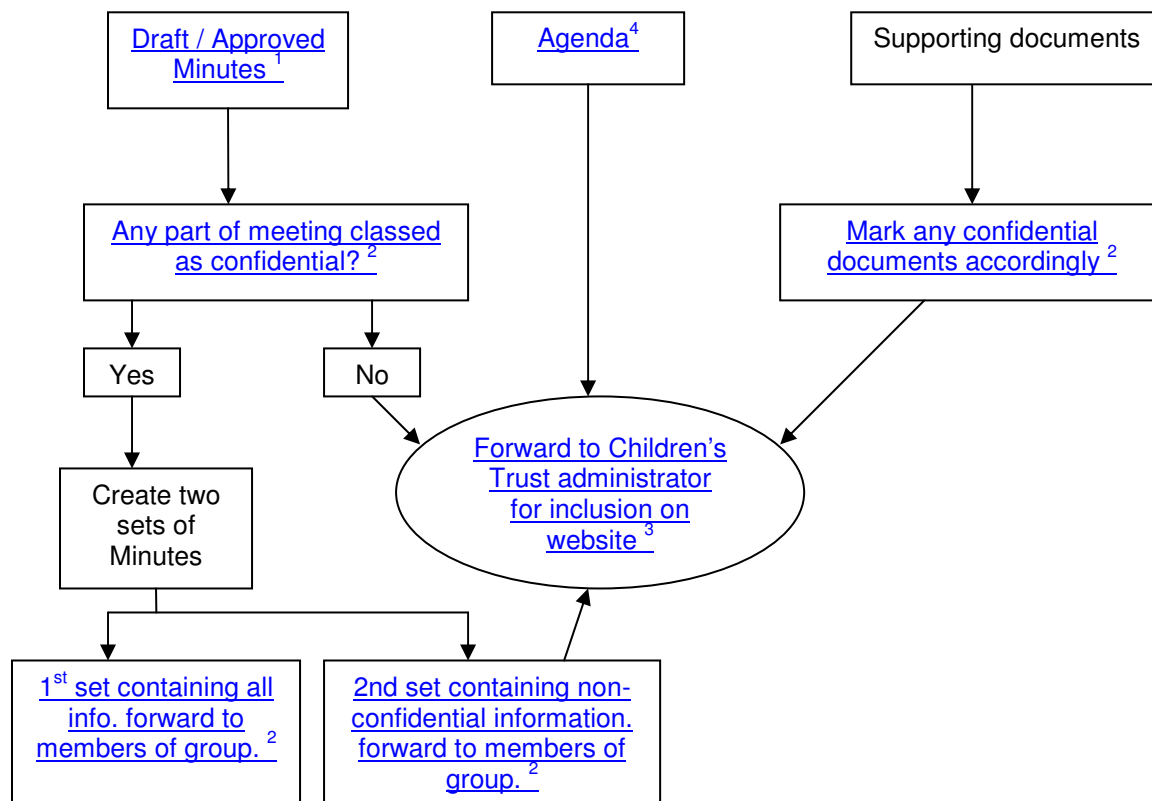
All papers associated with this meeting will be published on the Children's Trust website. Any papers containing confidential information which is not for disclosure under the Freedom of Information Act should be clearly marked as such and will not be published on the website.

3. All minutes to be published in Draft format until they have been agreed at the next meeting of the group after which a statement is to be added as to the fact that they were agreed as an accurate record of the meeting.
4. A disclaimer is to be added to minutes and meeting papers indicating that decisions, events, dates and timings are subject to change without notice as follows:

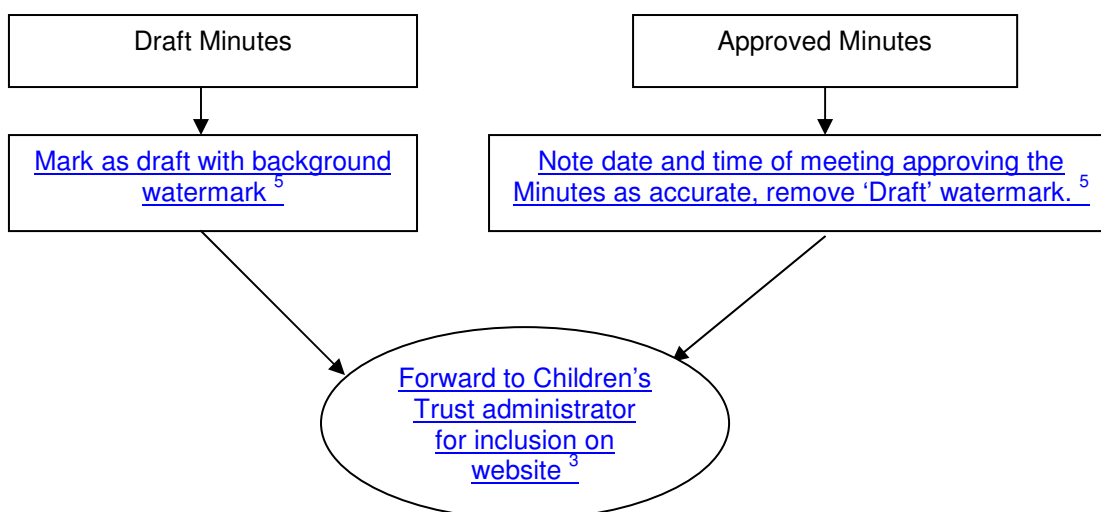
"These minutes are agreed as a true and accurate record of the meeting held on XXXXXX. Any decisions, events, dates or timings etc. stated herein are subject to change without notice as partners endeavour to remain responsive to changing circumstances."

5. Documents should adhere to the following house style guidelines:
 - All body text needs to be in 10 - 12 font Arial
 - Documents to be forwarded as word/excel/publisher etc, they will then be converted into Adobe Acrobat Reader (pdf) by the Children's Trust Administrator.

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Draft / Approved Minutes Guidance



Footnote:

- 1 [See above 'Draft/Approved Minutes Guidance](#)
- 2 [Refer to guidelines on confidential items](#)
- 3 [Refer to house style guidelines](#)
- 4 [Refer to suggested Agenda disclaimer](#)
- 5 [Refer to Minutes guidelines with respect to 'subject to change' 'agreed as a true record'](#)