

SSLEP Report Publication Scheme

- SSLEP Report Publication Scheme reflects our commitment to maximising the publication of information relating to Executive Board and Sub Group recommendations and decisions relating to our policies and use of public funding.
- Where deemed appropriate SSLEP may exclude papers from the public domain. Where possible, confidential information will be set out in unpublished appendices, enabling cover report publication which will include detail of the grounds for exemption of information included within the confidential appendix.
- Publication arrangements of meeting agendas, papers and minutes are included in the Terms of Reference of relevant decision-making groups. Declaration of interests made at meetings are included within meeting minutes. The register of interests (adopted for all of our governance structures) are included on our website.
- All documents produced by or on behalf of SSLEP will be allocated one of two classifications which determines their circulation restriction. See below.

| Classification | Definition |
|-------------------|--|
| Public | This is meant for documents that would have no restriction at all and no level of security requirement. Very often the intention of creating such documents would be to publish them. Often informative by their nature. |
| Restricted | This covers information not approved for general release outside of SSLEP. This may concern information relating to individuals, a named business, privileged information on a financial or procurement matter, information affecting operational matter or that could, if revealed, undermine delivery of services etc. Where possible, restricted information should be included within a RESTRICTED appendix of a report, enabling the main body of a report to be published while the appendix remains confidential. |

Information handled by the SSLEP will be managed in accordance with the above process. Where SSLEP 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.

Such information will be marked in accordance with the above table.