

CILEx Regulation Ltd

Governance Transparency Policy

1. In line with our commitment to transparency and accountability, we aim to publish the fullest possible accounts of our Board meetings, keeping confidential agendas, papers and minutes to a minimum.
2. The Board may consider it justifiable for all or part of papers and minutes to be excluded from publication on grounds that they:
 - a. are commercially sensitive;
 - b. include legal or other professional advice on sensitive or confidential matters;
 - c. involve matters concerning a named individual, an individual who can be identified or who has a reasonable expectation that the matter will remain confidential;
 - d. contain personal data;
 - e. include discussion of risk that might be exacerbated by publication;
 - f. relate to emerging strategy or policy.
3. Confidential papers and minutes will not be published. Confidential minutes will be recorded separately from the main minutes. Confidential information may occasionally be redacted from a published paper or minute, although we endeavour to keep redaction to a minimum.
4. Confidential papers or minutes will not be made available for inspection or be copied without written permission of the Chief Executive.
5. If a confidential item appears on an agenda, it may be listed simply as 'Confidential item' with no supporting information on the agenda.

Approved by the Board: 13 December 2011 – originally known as Confidential Minutes Policy

Last reviewed: 26 April 2017