



## Appendix 10.4: Governance Transparency Policy

### CILEx Regulation Ltd

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 Confidential papers and minutes will not be published.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 public 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.
6. The date, time and location of public Board meetings for the year ahead will be published on the website. For clarity, Board seminars and teleconferences do not constitute public Board meetings. **An extraordinary Board meeting may or may not constitute a public Board meeting depending on the business to be discussed.**
7. Non-confidential papers will be published at least three calendar days before the Board meeting on the website.
8. Board meetings are meetings in public for transparency. Board meetings are not public meetings to account directly to the public or members. The public, press or CILEx attending the Board are purely observers with no talking rights. The confidential section of the Board will be held in private. Questions may be submitted to the email address supplied on the website (currently [info@cilexregulation.org.uk](mailto:info@cilexregulation.org.uk)) in advance of the Board. To be considered, questions must be received before 12 noon the day before the Board. The Board Chair has the discretion to cover the question when the item is tabled



or at the end of the meeting and how much time is spent on the question. If the matter is complex the Chair can reserve the right to respond in writing within 15 working days of the Board meeting. Questions must relate to items on the agenda. However, the Chair, at their complete discretion, may choose to cover questions not on the agenda or choose to accept questions on the day from the public, press or CILEx. But this is not a right for observers.

9. Whilst CILEx Regulation is not subject to the Freedom of Information Act, it will produce a Publication Scheme setting out information that should be available to the public on the website.

Approved by the Board: 13 December 2011 – formerly Confidential Minutes Policy  
Last reviewed: 11 May 2024<sup>2</sup>