

Title: Council And Committee Meetings - Confidential
Business Papers
Policy No: 82
Responsibility: Chief Executive Officer

Version	Decision Number	Decision Date	History
1	17\1228	25/02/97	Adopted – Version 1
2	19\4604	12/06/07	Reviewed and Amended
3			
4			

In an endeavour to protect confidentiality and at the same time facilitate the administration of confidential matters, Council restricts the distribution of confidential Council business papers.

PROCEDURE

- Normal 'Confidential' Council and Committee agenda, reports and minutes will be restricted to -
 - Lord Mayor
 - Aldermen
 - Chief Executive Officer
 - Director Technical Services
 - Director Corporate Services
 - Director Community Services
 - Records Manager
 - Middle Managers
 - Departmental Secretaries
 - Managers Secretaries
 - Committee Administrator
 - Assistant Committee Secretary

- 'Restricted' (ie highly sensitive confidential) Council and Committee agendas, reports and minutes will be restricted to -
 - Lord Mayor
 - Aldermen
 - Chief Executive Officer
 - Director Technical Services
 - Director Corporate Services
 - Director Community Services
 - Committee Administrator
 - Records Manager

- In the case of above, the agendas, reports and minutes will be delivered in sealed envelopes.