

Access to Agendas, Reports and Minutes	20th September 2016
Corporate Policy and Resources Committee	For decision

Linkage to Council Strategy (2015-19)	
Strategic Theme	Innovation and Transformation
Outcome	Examine and introduce ways to provide services in more accessible and efficient ways
Lead Officer	Director of Performance
Cost: (If applicable)	N/A

1.0 Introduction

- 1.1 A Council is required, under Part 8 of the Local Government Act (Northern Ireland) 2014, to arrange access for members of the public to meetings and documents, including agendas, connected reports and minutes. The Act permits the exclusion from publication of any reports or part of the proceedings of meetings which may disclose confidential information.

2.0 Background

- 2.1 Council currently publishes copies of the agenda and reports for meetings (excluding not for publication reports) to Elected Members and the press. Agendas for meetings are published on Council's website and copies of the agenda and connected reports are open to inspection by members of the public on request.
- 2.2 Minutes of committee and council meetings are published on Council's website following the council meeting at which they are ratified.

3.0 Additional access to agendas, reports and minutes

- 3.1 In order to ensure the ease and efficiency by which members of the public can access agendas and connected reports these could be made available on Council's website, unless exempt from publication).
- 3.2 Agendas and connected reports would be published on Council's website five working days prior to the date of the meeting.

- 3.3 The minutes of committee meetings would be published on Council's website the day following the council meeting at which they have been approved but no later than three working days after the meeting.
- 3.4 The minutes of the monthly council meeting and planning committee meeting would be published marked 'unconfirmed' no earlier than five working days after the council meeting.
- 3.5 Copies of agendas, reports or any item would not be published prior to copies being made available to Elected Members.

4.0 Recommendation

It is recommended that subject to information governance and legal checks being finalised that:

- a) agendas and connected reports for council and committee meetings are published on Council's website (excluding exempt information) five working days prior to the meeting and;
- b) the minutes of committee meetings are published on Council's website no later than three working days following the monthly council meeting at which they are approved and the minutes of the monthly council meeting and planning committee meetings are published on Council's website no earlier than five working days after the meeting.