



Title: Access to Information Rules

Report of: Company Secretary

Purpose of Report

1. To approve Access to Information Rules for Keelman Homes.

Background

2. Keelman Homes will occasionally consider confidential items of business that require the press and public to be excluded from the meeting before they are discussed.
3. There have never been any formal rules in place that specifically categorise the reasons why the press and public should be excluded from the meeting.
4. As Keelman Homes activity has diversified in the last couple of years, the number of issues that need to be dealt with more sensitively has increased and it is felt appropriate that Access to Information Rules should now be put in place.
5. Proposed Access to Information Rules for Keelman Homes are attached at the Appendix to this report.

Equality and Diversity Implications

6. There are no equality and diversity implications directly arising from this report.

Financial Implications

7. There are no financial implications directly arising from this report.

Impact on Customers

8. There was no impact on customers as a result of compiling this report.

Risk Management Implications

9. Access to Information Rules for Keelman Homes will mitigate the risk of any confidential information being disclosed that could damage the reputation of the Company or one of its stakeholders.

Value for Money Implications

10. There are no value for money implications directly arising from this report.

Health Implications

11. There are no health implications directly arising from this report.

Environmental Implications

12. There are no environmental implications directly arising from this report.

Recommendation

13. It is recommended that the Access to Information Rules for Keelman Homes be approved.



ACCESS TO INFORMATION RULES

1. SCOPE

These rules apply to all meetings of the Board and to any general meetings of Keelman Homes, hereafter referred to as 'the Company', (together called meetings)".

2. RIGHTS TO ATTEND MEETINGS

Members of the public may attend all meetings subject only to the exceptions in these rules.

3. NOTICES OF MEETING

The Company will give at least five clear days notice of any meeting by posting details of the meeting at its registered office.

4. ACCESS TO AGENDA AND REPORTS BEFORE THE MEETING

The Company will make copies of the agenda and reports open to the public available for inspection at its registered office at least five clear days before the meeting. If an item is added to the agenda later, the revised agenda and reports will be open to inspection from the time the item is added to the agenda.

5. SUPPLY OF COPIES

The Company will supply copies of any agenda and reports which do not contain personal or commercially sensitive information to any person on payment of a charge for postage and any other associated costs.

6. ACCESS TO MINUTES AND OTHER DOCUMENTS AFTER THE MEETING

The Company will make available copies of the following for six years after a meeting:

- (a) the minutes of the meeting or records of decisions taken, together with reasons, for all meetings of the Board excluding any part of the minutes of proceedings when the meeting was not open to the public;
- (b) the agenda for the meeting, and
- (c) reports relating to items considered when the meeting was open to the public.

7. EXCLUSION OF ACCESS BY THE PUBLIC TO MEETINGS

The public may be excluded from meetings whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that any of the following categories of information would be disclosed:

1. Information relating to a particular employee or applicant to become an employee of, or a director, former trustee or applicant to become a trustee of, the Company.
2. Information relating to any particular occupier or former occupier of, or applicant for, accommodation owned or managed by the Company.
3. Information relating to any particular applicant for, or recipient or former recipient of any service provided by the Company.
4. Information relating to the financial or business affairs of any particular person (other than the Company).
5. The amount of any expenditure proposed to be incurred by the Company under any particular contract for the acquisition of property or the supply of goods or services.
6. Any terms proposed or to be proposed by or to the Company in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.
7. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matters arising between the Company and its employees.
8. Any instructions to counsel and any opinion of counsel (whether or not in connection with any proceedings) and any advice received, information obtained or action to be taken in connection with:
 - (a) any legal proceedings by or against the Company, or
 - (b) the determination of any matter affecting the Company, whether, in either case, proceedings have been commenced or are in contemplation.

8. EXCLUSION OF ACCESS BY THE PUBLIC TO REPORTS

If the Company Secretary thinks fit, the public will be excluded from access to reports which in his/her opinion relate to items during which, in accordance with Rule 7, the meeting is likely not to be open to the public. Such reports will be marked "not for publication" together with the Rule 7 category number which relates to the information likely to be disclosed.