

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No.

meeting date: TUESDAY 27 SEPTEMBER 2011
title: ACCESS TO INFORMATION PROCEDURE RULES
submitted by: SOLICITOR
principal author: SOLICITOR

1 PURPOSE

1.1 To update the Council's Constitution to include Access to Information Procedure Rules.

1.2 Relevance to the Council's ambitions and priorities:

- Council's Ambitions – N/A
- Community Objectives - N/A
- Corporate Priorities – To be a well-managed Council.
- Other considerations – It is important that our constitution is kept up-to-date.

2 BACKGROUND

2.1 Article 9.3 of the Council's Constitution referred to (non-existent) Access to Information Procedure Rules.

2.2 The Council's legal department have received questions from officers on the various categories of exempt information. It therefore seemed an appropriate time to put in place some clearer procedures.

2.3 Part VA of the Local Government Act 1972 and Schedule 12A to this deal with access to meetings and documents of principal authorities. This Council must comply with these provisions.

3 THE RULES

3.1 A draft version of Access to Information Procedure Rules is attached at the Appendix to this report. This document is based on the rules of other fourth option authorities, the Council's existing Standing Orders, and the pertinent legislative provisions.

4 RECOMMENDED THAT COMMITTEE

4.1 Review the draft Rules at the Appendix to this Report.

4.2 Refer the Access to Information Procedure Rules, with any amendments suggested by this Committee, to the Full Council with a recommendation for their approval.

SOLICITOR

For further information please ask for Debbie Nuttall on extension 4403.