

## **GUIDELINES – Confidential Items in Committee Meetings**

The Management Committee agreed the following procedure for Confidential Items in Committee Minutes at a meeting on 18<sup>th</sup> April, 2017.

A numbered hard copy of the Confidential Minutes will be circulated to members at a meeting and time allowed to consider the content prior to discussion. Hard copies will be collected in by the Secretary at the end of the meeting and destroyed. This will keep copies of any Confidential minutes to a minimum.

Part 2 Minutes are read out at the next meeting of the Committee for ratification. Confidential items are usually only circulated to members who actually attend the relevant meeting. All other Members/Observers at the meeting should withdraw unless the Committee decide otherwise.

Confidentiality should not be used to avoid or cover up potentially embarrassing matters being made public.

Any confidential item should not be discussed outside the meeting including with fellow committee members.

Confidential items are recorded in Part 2 of Minutes (sample attached) and are not published with the main minutes. An item identified as confidential on the agenda should at the appropriate agenda item in the minutes be recorded as:

“This item is minuted in Part 2 of these minutes”.

It may not always be possible to identify confidential items before a meeting and confidential matters can arise during a discussion. The minutes should record that:

“This item is minuted in Confidential Items Part 2 of these minutes.

Individuals named in confidential minutes normally have a right to see the information but not any information relating to other individuals.

### **Items generally regarded as confidential**

An item that includes personal and sensitive information concerning specific individuals

Discussions on Honorary awards

Discussion on Discipline and grievance issues

Formal complaints – depending on the nature of the complaint.

Any other matter which, by reason of its nature, the Committee is satisfied should be dealt with on a confidential basis.

**SAMPLE PART 2 MINUTES**

**PART 2 - Name of Committee Date Month Year : Confidential Minutes**

**Present: Record who was present during discussion of the Confidential item**

**Agenda Item number and title**

**Discussion relating to the confidential agenda item**

**Decision/Resolution**

**LB/April, 2017.**