



Protocol for Public Access to Board meetings

Halton Housing Trust Board will have a two-part Agenda for Board Meetings. The Open Part of the Agenda will be the public part of the meeting and the Confidential Part of the Agenda will be the closed part of the meeting. During the Open Meeting, the public will be invited to sit in the meeting to observe the discussions of the Board. They will not be able to comment or ask questions. During the Confidential part, the public will not be present. The minutes of each part of the Agenda will be treated in the same manner as the Agenda. There will be a presumption that reports will be in the Open Part of the Meeting. However if the report contains any information which falls within the following reasons for confidentiality then they will be discussed in the Confidential Part of the Meeting. The decision will be made at the Pre-Agenda Meeting, as to which part of the agenda a report will be placed. The Board at its meeting may at any time decide to move an item into the Closed Part of the Agenda from the Open Part. This would mean that the report would have been available to the public, but the discussion may be in private.

Reasons for a Report to be Confidential:

1. Information relating to individuals

This includes information relating to any individual or which is likely to reveal the identity of an individual, where it was not anticipated by the individual that their identity would be revealed.

2. Commercially sensitive information

This includes information relating to the financial or business affairs of any person, or organisation (including The Trust) where it would be commercially sensitive or prejudicial to release such information.

3. Employee Consultations

This includes information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any industrial relations matter arising between the Trust and its employees, or trade unions or professional organisations representing its employees.

4. Information relating to legal professional privilege

This includes information in respect of which legal professional privilege could be maintained in legal proceedings.

5. Information relating to any legal proceedings

This includes information concerning any legal proceedings, either taken by (or contemplated to be taken by) the Trust, or against the Trust, or any information concerning the issuing of a statutory notice.