



Appendix D

[Changes highlighted in bold to second and third pages only]

ACCESS TO INFORMATION PROCEDURE RULES

1. **SCOPE**

These rules apply to all meetings of the Council, to regulatory committees and to any other formal committees and sub-committees established by the Council (together called meetings).

2. **ADDITIONAL RIGHTS TO INFORMATION**

These rules do not affect any more specific rights to information contained elsewhere in this Constitution or the law; for example the Freedom of Information Act and the Data Protection Act.

Previously exempt information may subsequently be made available if the reason for exemption no longer applies.

3. **RIGHTS TO ATTEND MEETINGS**

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

4. **NOTICES OF MEETINGS**

The Council will give at least five clear days' notice of any meeting by publishing details on its website and making copies of such a notice available at its offices at Shire Hall, Cambridge.

5. **ACCESS TO AGENDA AND REPORTS BEFORE THE MEETING**

The Council will make copies of the agenda and reports open to the public available for inspection at the designated office at least five clear days before the meeting. If an item is added to the agenda later, the revised agenda (where reports are prepared after the summons has been sent out, the Proper Officer shall make each such report available to the public as soon as the report is completed and sent to Councillors) will be open to inspection from the time the item was added to the agenda.

6. **SUPPLY OF COPIES**

The Council will supply copies of the following:

- (a) Any agenda and reports which are open to public inspection;
- (b) Any further statements or particulars necessary to indicate the nature of the items in the agenda; and



- (c) If the Proper Officer thinks fit, copies of any other documents supplied to Councillors in connection with an item

to any person on payment of a charge for postage and any other costs.

7. ACCESS TO MINUTES ETC AFTER THE MEETING

The Council 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 formal committees **and decisions taken by officers as indicated in Rule 8 below**, excluding any part of the minutes or record of proceedings when the meeting was not open to the public or which disclose exempt or confidential information.
- (b) A summary of any proceedings not open to the public where the minutes open to inspection would not provide a reasonably fair and coherent record.
- (c) The agenda for the meeting.
- (d) Reports relating to items when the meeting was open to the public.

8. RECORD OF DECISIONS TAKEN BY OFFICERS

8.1. As soon as reasonably practicable after an officer has made a decision either:-

- (a) under an express authorisation from the Council, its committees, sub committees or any joint committee; or
- (b) under a general authorisation where the effect of the decision is to:-
- (i) grant a permission or licence;
 - (ii) affect the rights of an individual;
 - (iii) award contracts or incur expenditure over £250,000.

a written statement will be produced which includes:-

- a record of the decision including the date it was made;
- a record of the reasons for the decision;
- details of any alternative options considered and rejected by the officer making the decision; and
- a record of the name of any member of the Council who has declared an interest (for decisions taken under Rule 8.1 (a) (an express delegation) only).



8.2 **Any record prepared in accordance with Rule 8.1, together with any background papers considered by the officer and relevant to the decision shall be made available for public inspection.**

8.3. **Rules 8.1 and 8.2 shall not apply to:-**

(a) routine administrative and operational decisions;

(b) decisions on operational matters such as day to day variations in services;

(c) decisions if the whole or part of the record contains confidential or exempt information; and

(d) decisions that are already required to be published by other legislation, provided the record published includes the date the decision was taken and the reasons for the decision.

9. BACKGROUND PAPERS

9.1 List of Background Papers

The Proper Officer will set out in every report a list of those documents (called background papers) relating to the subject matter of the report which in his/her opinion:

(a) disclose any facts or matters on which the report or an important part of the report is based; and

(b) which have been relied on to a material extent in preparing the report;

but does not include published works or those which disclose exempt or confidential information (as defined in Rule 10).

9.2 Public Inspection of Background Papers

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.

10. SUMMARY OF PUBLIC'S RIGHTS

A written summary of the public's rights to attend meetings and to inspect and copy documents must be kept at and available to the public at the Shire Hall, Cambridge.