



**ACCESS TO INFORMATION PROCEDURE**  
**Approved by the Board 20 February 2023**

**1.0 SCOPE AND DEFINITIONS**

- 1.1 These rules apply to all meetings of the Littlehampton Harbour Board and its Committees.
- 1.2 References in these rules to 'clear days' means weekdays excluding Bank and Public Holidays and excludes the day on which a Notice is posted under Rule 4.0 or opened to public inspection under Rule 5.0, and the day of the meeting.

**2.0 ADDITIONAL RIGHTS TO INFORMATION**

- 2.1 These rules do not affect any more specific rights to information contained elsewhere in this Constitution or the law.

**3.0 NOTICES OF MEETING**

- 3.1 The Littlehampton Harbour Board will give at least two clear days' notice of any meeting (S.47 CC Act 1847) by posting details of the meeting at the Harbour Office, Littlehampton and on the Littlehampton Harbour Board's web site. Attendance at Board and Committee meetings is restricted to Board Members, Harbour Board Senior Managers and any individual(s) invited to attend a meeting by the Chairman and or Clerk.

**4.0 ACCESS TO AGENDAS AND REPORTS**

- 4.1 The Littlehampton Harbour Board will make copies of the agenda and non-confidential reports open to stakeholders, available for inspection at the designated office at least two clear days before the meeting to which they relate. If an item is added to the agenda later, the revised agenda will be open to inspection from the time the item was added to the agenda. Where reports are prepared after the summons has been sent out, the Clerk shall make each such report available to stakeholders as soon as the report is completed and sent to Members of the Harbour Board.

**5.0 SUPPLY OF COPIES**

- 5.1 The Harbour Board will supply to any person copies of:
- any agenda and reports which are open to stakeholder inspection,
  - any further statements or particulars necessary to indicate the nature of the items in the agenda and
  - if the Clerk thinks fit, copies of any other documents supplied to Board Members in connection with an item.
- 5.2 There may be a charge applied to cover the administrative costs of providing copies of any Harbour Board documentation.

**6.0 ACCESS TO MINUTES ETC AFTER THE MEETING**

6.1 The Harbour Board will make available copies of the non-confidential minutes of Harbour Board meetings for six years after the meeting.

**7.0 CONFIDENTIAL MATERIAL**

7.1 The following criteria are applied in considering whether material should be dealt with on a confidential basis:

- a. Material relating to a named individual.
- b. Negotiations with any trade union.
- c. Information relating to contract negotiations
- d. Commercially sensitive or strategic information
- e. Information which may have long term legal implications or contain legal advice, which, if revealed may prejudice the LHB's position
- f. Any other matter which, by reason of its nature, the LHB is satisfied should be dealt with on a confidential basis.

7.2 The Clerk shall review, with the Harbour Master, Treasurer and Chairman of the Board, confidential papers and minutes annually and make recommendations for publication to the LHB.